

The logo for Swimwest, featuring a stylized blue wave icon above the text "SWIMWEST" in a bold, sans-serif font.

SWIMWEST

The logo for ASA South West, with "ASA" in a large, bold, blue font above "SOUTH WEST" in a smaller, blue font, all contained within a white rectangular box.

ASA
SOUTH
WEST

A high-angle, close-up photograph of a swimmer in a pool, showing their head, arms, and legs as they move through the water. The swimmer is wearing a dark cap and goggles. The water is a vibrant blue, and lane lines are visible in the background.

ASA South West Regional Handbook 2014

Clubs are the heart of the Region

www.swimwest.org

ASA SOUTH WEST REGION HANDBOOK 2014

President 2014: Ben Batley



Ben has a wealth of aquatic experience as a Technical Official and administrator gained from over 20 years work as a volunteer, firstly for a short time in the South East, but latterly based in Somerset, across the South West, Nationally and on the International stage.

His first experience as a Technical Official and Committee Member was in Middlesex as Competition and Membership Secretary for Teddington Swimming Club and as Secretary of Hounslow Hurricanes Swim Team whilst also acting as Assistant County Secretary.

Fifteen years ago Ben came to Somerset and following two years as County Swimming Secretary, became County Secretary in 2002, attending Regional swimming and management meetings on the County's behalf until he took up an A.S.A. Judicial appointment. That same year as Team Manager of the County Swimming Team he took the competitors to Sheffield where they were rewarded with a second place finish in Division One of the National County Team Championship, the first time Somerset had achieved this in over 40 years of competition. Ben was honoured as County President in 2006 and was awarded Somerset's Wyvern Plate "for outstanding service to the County over a period of years" in 2008.

In 2010 Ben was the lead in respect of Queen's Award for Voluntary Service (The MBE for Volunteer Groups) panel scrutiny as to a nomination by a member of the public in relation to the Somerset A.S.A. Management Committee. The nomination was successful and the award recommended to *Her Majesty* The Queen who published detail of the honour in June 2010. Ben attended a Buckingham Palace Garden Party on 22nd June 2010 with three other members of the committee in recognition of the award.

Ben has been a member of Millfield Swimming during his time in the South West and since 2003 has acted as the Secretary of Avon and Somerset Constabulary Swimming Club.

As a Technical Official Ben is qualified and licensed by the A.S.A. as a referee and starter having first started timekeeping in 1993. He was a Pre-FINA Official as starter from 2002 until 2004 when he was appointed a FINA Technical Official (Starter), a position he held until 2012. Ben attended the 2002 Commonwealth Games and the opening of the 'Water Cube' Aquatic Centre in Beijing during 2008 representing Great Britain and went onto the officiate at the 2008 World Short Course Championships held in Manchester; the 2009 'Duel in the Pool' between Great Britain and the USA; and, the 2010 World Short Course Championships held in Dubai.

Ben has been a member of the A.S.A. Independent Disciplinary and Dispute Resolution Panel for the past seven years adjudicating on matters across the country.

As Secretary of Somerset A.S.A. Ben has acted as 'promoter' to the County Swimming Championships for the past 12 years and is the current website manager building upon work of his predecessor since 2008. He has also over the years developed management and competition structure that is fit for purpose, mindful of volunteers and ensured a harmonious relationship exists between his main club, county and all Somerset County clubs to the benefit of everyone.

Ben is greatly honoured and very proud to have been nominated by his county as Regional President during 2013/4, a role he hopes to fill as a true ambassador for all things aquatic in the South West.

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SECTION 1

ASA SOUTH WEST CONSTITUTION

SOUTH WEST REGION CONSTITUTION

RULES

Preface

Mandatory Rules throughout this constitution are shown in italics and can only be amended with the authority of the ASA Sport Governing Board.

Preamble

- i) "ASA" shall mean the Amateur Swimming Association; "Region" shall mean the Amateur Swimming Association South West Region.
- ii) "Regional Director" shall also refer to any person with a different title performing the equivalent duties.
- iii) *"club" shall include all affiliated bodies, organisations and associations unless the context indicates otherwise.*
- iv) "Swimmer" shall include diver, synchronised swimmer and water polo player unless the context indicates the contrary.
- v) Words importing the masculine gender shall include the feminine and vice versa.
- vi) Words of the singular shall include the plural and vice versa.
- vii) Any deviation from any provision of these Rules shall not invalidate any procedure or decision unless that deviation raises a material doubt that the procedure or decision has been so affected by it as to prejudice the good management of the Region.

1 General

1.1 Name

.1.1 The name of the Region shall be AMATEUR SWIMMING ASSOCIATION SOUTH WEST REGION. The trading name of the Region shall be ASA South West Region or any name relating to the Region.

.1.2 Permission must be obtained from the Regional Chairman before any club or individual, affiliated to the Region, may use the name of the Region as defined in Rule 1.1.1 or any name relating to the Region.

1.2 The Region

.2.1 The Region shall be defined as the Counties of Cornwall, Devon, Dorset, Gloucester, Somerset and Wiltshire.

.2.2 The Region shall consist of the six County Associations which were established under the jurisdiction of the former Western Counties ASA and will continue to be known as the Cornwall County Amateur Swimming Association, Devon County Amateur Swimming Association, Dorset County Amateur Swimming Association, Gloucester County Amateur Swimming Association, Somerset Amateur Swimming Association and Wilts County Amateur Swimming Association.

2 Objects

.1 The Objects of the Region shall be those of the ASA as amended from time to time and the furtherance of those Objects which are to:

.1.1 promote the teaching and practice of swimming, open water swimming, diving, synchronised swimming and water polo;

.1.2 raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.

.2 The Region will abide by and enforce the laws, rules, resolutions and rulings of the ASA.

3 Responsibilities of the Region

.1 The Region will ensure as far as practicable that clubs and their members treat everyone equitably irrespective of gender, colour, creed etc.

.2 The Region will ensure as far as practicable that clubs and their members recognise that the welfare of all is the responsibility of everyone and that, in particular, children and vulnerable adults have a right to be safe and protected at all times.

.3 The Region will prepare, maintain and implement such plans based on strategic criteria set by the ASA and in such a form as the ASA may from time to time require.

.4 The Region will administer the procedures for clubs as defined in the ASA Law, to affiliate to the Region and to the County Associations which form part of the Region, including any necessary fee collection.

.5 The Region will administer the procedures for associations, bodies and organisations to affiliate to the Region, including any necessary fee collection.

.6 The Region will administer such procedures as the ASA shall decide from time to time to enable

.7 The Region will administer such procedures as the ASA and the Region shall decide from time to time to establish and maintain County Associations forming part of the governance, administration and delivery of the sport within its Region.

4 Responsibilities of the County Associations

.1 General

Each County Association shall:

- .1.1 be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Region;*
- .1.2 observe the laws, judicial and technical rules of the ASA and ensure that they are observed within its jurisdiction;*
- .1.3 uphold the resolutions and rulings of the ASA Sport Governing Board and/or the ASA Council and/or the Regional Council and/or the Regional Management Board and ensure that they are followed within its jurisdiction;*
- .1.4 be accountable to the Region for the proper discharge of its functions.*

4.2 County ASA Delivery

- .2.1** County Associations will receive recommendations for development through the discipline committee representatives.
- .2.2** County Associations may submit an annual action plan which may be eligible for funding from the Region provided they demonstrate their contributions to the Region's Key Performance Indicators (KPIs).
- .2.3** The County action plan shall be submitted to the Regional Director for consideration by the Regional Development Committee.

4.3 Administration and Finance

Each County Association shall:

- .3.1 determine the uses to which funds allocated to it by the Region are put within the strategic criteria set by the Region;*
- .3.2 set up and implement a Business Plan, including a budget indicating the source of the required funding and how it will be spent, based on the strategic criteria set by the Region;*
- .3.3 set up and implement a Development Plan based on the strategic criteria set by the Region;*

.3.4 have the authority to determine the County element of the affiliation and membership fees due from each of the clubs affiliated to it.

4.4 Accountability

Each County Association shall:

.4.1 from time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for approval;

.4.2 keep accounts showing its income and expenditure against the budget set in its Business Plan and a balance sheet;

.4.3 report annually to the Regional Management Board, in such form as it may from time to time require, on its activities and any issues arising there from, financial statements and performance against its Development Plan.

5 Affiliation and Resignation

5.1 Any club applying to the Region for affiliation must submit its application, including a copy of its constitution, to the Regional Chairman. In deciding whether to grant affiliation the Region must consider the application and the club's constitution against the national criteria approved by the ASA Sport Governing Board.

5.2 Affiliation to the Region, as defined in ASA Law 5, will include the requirement for the club to affiliate to one of the County Associations, which will involve an additional fee.

5.3 Any club being refused affiliation will have a right of appeal to the ASA Sport Governing Board.

5.4 In order to remain affiliated a club's rules shall conform to the provisions of the Recommended ASA Club Constitution and its Guidelines and any criteria issued by the ASA from time to time.

5.5 Any proposed changes to a club's constitution must be submitted to the Regional Director through their County Secretary.

5.6 Any club wishing to resign its affiliation to the Region must give notice to this effect in writing before 1st January to the Regional Chairman or it will be held liable for its affiliation fee for the current year.

6 Fees

6.1 Affiliated clubs must pay to the ASA an annual fee, made up of all or part of the following components:

.1.1 ASA membership fees set by the ASA for each individual club member;

.1.2 Regional affiliation and per capita fees set by the Regional Management Board before November 30th in the preceding year;

.1.3 County affiliation and per capita fees set by the relevant County Association before the November 30th in the preceding year.

6.2 *At its discretion, the Regional Management Board may waive affiliation fees for members of affiliated clubs, the constitutions and rules of which have a mandatory requirement that all members shall be current members of other clubs affiliated to the Region and shall be exempt from the per capita charge and any others that it may decide from time to time.*

6.3 Members who pay no membership fee to the club must be included in the total for whom a per capita fee must be paid to the Region and to the County.

6.4 Clubs not having paid the Individual Membership Fees to the ASA and their liabilities to the Region, and their County will be suspended by the ASA on a date set by the ASA.

6.5 Effect of Suspension

.5.1 A member of a club which has not paid its liabilities to the Region and/or the ASA by the appointed date shall not be allowed to compete during the period of suspension in any competition in the name of that club;

.5.2 A club, an association, body or league not having made its Return of Club Membership and paid its liabilities to the ASA, Region or County by the appointed date will be suspended with immediate effect until such time as those liabilities are discharged or until a date set by the ASA whichever is the earlier and shall not be allowed to run its own competitions during the period of suspension. Any club not having paid its liabilities by the date set by the ASA must be deemed to have resigned

.5.3 Any insurance arranged by the ASA or the Region will not provide cover for any person, club, association, body or organisation for any incident occurring during the period of suspension.

7 Government

7.1 There shall be four levels of government of the Region:

.1.1 the Regional Council;

.1.2 the Management Board;

.1.3 the Members Forum;

.1.4 the Standing Committees for Development, Diving, Open Water, Swimming, Synchronised Swimming and Water Polo and other Committees.

7.2 A person, who is not a member under its own rules of a club, body, association or league affiliated to the Region, shall not be permitted to be nominated, elected or appointed as a delegate, committee member, Board Member, Officer, Co-ordinator, or to any other position which carries the right to vote, at any level of government of the Region.

7.3 Rules, Regulations and Conditions:

.3.1 Rules may be changed only at the Regional Annual or Special Council Meeting.

.3.2 Regulations may be changed by the Regional Management Board by a simple majority of those present and voting and ratified by the Regional Members Forum by a simple majority of those present and voting.

.3.3 Conditions may be changed by the Regional Management Board by a simple majority of those present and voting.

7.4 Officers

.1 There must be at least three Officers of the Region who must all be staff or post holders and must include the Chairman of the Management Board.

.2 The Officers shall be the Region's President, the Chairman of the Regional Management Board and the Finance Office.

8 Finance

8.1 The Region's financial year-end shall be 31 March and the bank accounts will be held at any bank approved by the Board. The Board shall appoint the signatories for the Region's bank accounts.

8.2 Borrowing is not permitted without the express authority of Council.

8.3 Every member of the Board, employee, servant and agent of the Region will be indemnified by the Region and it shall be the duty of the Region to pay all costs, losses and expenses that any such persons may incur or for which they may become liable by reason of any contract entered into or act or thing done by them in good faith in the discharge of their duties.

8.4 Members of the Board and of any other duly appointed Regional Standing or other Committee or any persons duly appointed by the Region to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Region.

- 8.5 The Board shall appoint an ad hoc Committee of three Past Presidents who shall advise on any change needed on payments for secretarial and clerical assistance payable to its Officers, Standing Committee Secretaries and other representatives.
- 8.6 The Members Forum, following recommendations made by the Board, shall agree the level of travel expenses and secretarial / clerical payments to be paid under rules 18.3 & 18.4.
- 8.7 Other expenses shall be paid at the discretion of the Officers of the Region.
- 8.8 All claims and monies due to the Region shall be referred to the Finance Officer annually by the 31st March.
- 8.9 All claims for expenses shall be submitted in writing on standard forms to the Finance Officer and claimed within the following quarter year.
- 8.10 The Region may purchase, or by other means acquire and take options over, any property whatever, and any rights and privileges of any kind over or in respect of any property subject to the prior approval of the Board.
- 8.11 Any property of the Region, other than cash at the bank must be vested in not more than four Custodians. They must deal with the property as directed by resolution of the Board and an entry in the Minutes shall be conclusive evidence of such a resolution.
- .1 The Custodians must be elected at a General Meeting of the Council and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
 - .2 The Custodians shall be entitled to indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the discharge of their duties.
- 8.12 If upon winding up or dissolution of the Region there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, if the Region has benefited from mutual trading, the same must be distributed among affiliated clubs in such proportions as the clubs may mutually agree.

Note: this provision may be subject to the agreement of Sport England in some cases.

- 8.13 If the Region has benefited from mutual trading, the same must be transferred to any successor body, organisation or association or, in default of such a body, to the Amateur Swimming Association.

9 Standing Committees

- 9.1 General

- .1.1 The Region shall establish Standing Committees for Development, Diving, Open Water, Swimming, Synchronised Swimming, The ASA South West Region School of Swimming Development and Water Polo.
- .1.2 The Officers shall be ex officio members of all Standing Committees.

10 Regulations

10.1 ASA South West Region Badge

- .1.1 The President, which shall include Past Presidents and Life Presidents, the appointed Officers after one full year in office, and such other persons who have served the Region and are nominated by their County Secretary or the Region's appropriate Standing Committee Secretary to the Trophy Controller of the Region and is duly approved by the Board, shall be entitled to be presented with the Region's Badge.
- .1.2 The Region's Badge, shall be awarded to Officials, Divers, Swimmers, Synchronised swimmers, Open Water swimmers and Water Polo players who have been selected and have represented the Region.
- .1.3 A Diver, Swimmer, Synchronised swimmer, Open Water swimmer or Water Polo player who is selected and represents his Country or Great Britain whilst a member of an affiliated club of the Region may apply to the Trophy Controller of the Region and when confirmed shall be entitled to be presented with the Region's Badge.
- .1.4 A member of the Region who is appointed and acts as an Official at a National or International event shall be entitled to apply to the Trophy Controller of the Region in writing and when confirmed shall be presented with the Region's Badge.

10.2 R A Clash Memorial Fund

- .2.1 The Fund, both capital and income, shall be applied for the purpose of "providing financial assistance, grants or loans to Divers, Swimmers, Synchronised swimmers, Open Water swimmers and Water Polo players, but not Officials of the Sport, who are members of the Region for the purpose of enabling those persons to attend courses promoted by the Region or by the Amateur Swimming Association or by such other body that has been approved by their Officers. Applications should be sent to the Finance Officer.

10.3 ASA South West Region Records

- .3.1 Records shall be recognised if made by Competitors who are members of a Club affiliated to the Region, who are eligible to swim in the Region's

Championships and the time is included on the British Swimming Ranking list.

- .3.2 The styles and distances recognised shall only be those of Region's Championships.
- .3.3 For all records the course shall be 50m. No conversions will be used.
- .3.4 All applications for records, outside the Region's Championships, must be sent to the appropriate discipline Secretary within 60 days of accomplishment.
- .3.5 A Junior Record shall be made if the swimmer is 15 years or under at midnight on the day of the swim.

10.4 Swimmer of the Year

- .4.1 The swimming year is from January 1 to December 31.
- .4.2 Nomination may be made to the appropriate Standing Committee Secretary by any county, club, association affiliated to the Region or member of the Standing Committee.
- .4.3 The appropriate Standing Committee shall consider all nominations received and may make one nomination on the standard proposal form to the appropriate meeting of the Members Forum.

10.5 Life President

- .5.1 This is awarded to individuals in recognition of meritorious service to swimming and related disciplines.
- .5.2 Nominations for Life President(s) shall be received by writing to the Administration Officer, complete with a citation, for consideration by the Management Board at its May meeting.
- .5.3 Nominations from the Management Board shall be submitted to the Region's ACM for ratification.

General Information

i) Notice of Disclaimer

The ASA / Regional Officers, members of the Managing Board, the Forum and Standing Committees, disclaim responsibility for loss, damage or injury to any member of the Association or to any member of the public that may occur whilst in attendance at or participating in, or in any circumstances related to an event or promotion of the ASA and / or the Region.

ii) Insurance:

.1 The ASA insurance is outlined in the ASA handbook.

.2 General - The ASA offers guidelines to clubs in a general notice to all clubs.

iii) Liability of Club Members.

No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.

SECTION 2

HISTORICAL DATA

PAST OFFICERS OF THE WESTERN COUNTIES ASA

Presidents

* has a seat on the Members Forum subject to Rule

1901	Sir G Pragnell	1902	A J Tucker	1903	R B Veness
1904	G W Hern	1905	E W Jordan	1906	C W Bartlett
1907	J S Walker	1908	W M Bull	1909	W S Bambridge
1910	J C Richardson	1911	P Collis	1912	W Aston Lewis
1913	P O Daniell	1914-18	R Gray	1919	H J Evans
1920	G H Lavers	1921	G Bye	1922	E Bowley
1923	F W Wright	1924	T Punchard	1925	W J Lewis
1926	T Bentley	1927	H Collins	1928	F H Edwards
1929	G W Allan	1930	I Lewis		
1931	Bdr G deV Welchman CBE DSO				
1932	H E K Sawtell	1933	R G Jordan	1934	W C Bloye
1935	H D Morris	1936	J de Lancey	1937	W Birkwood
1938	O P Sampson	1939-41	F C Banwell	1942-44	F C Banwell
1945-46	R A Colwill	1947	C F Clark	1948	C R Tipper
1949	G H Meech	1950	G E Allan	1951	A L Sloggett
1952	W J B Hill	1953	W T Tiver	1954	Miss D Rice
1955	Lt Col A Jackson	1956	T J Coles	1957	Miss D Punchard
1958	R J Hodge	1959	G S Reid	1960	N C Carter JP
1961	John Allin	1962	F Bennett	1963	R H French
1964	G Harrison	1965	T A Thorndale	1966	Mrs W M Turtell
1967*	Miss J M Bartlett	1968	T Elsom-Rhymes	1969	A T Pope
1970	E K Miller	1971	E H Buckley	1972	Mrs S W Margetts
1973*	I Martin	1974	D J Morris DSM	1975	F C Bullard
1976	D T O'Brien	1977	E Dean	1978	C W Webb
1979	E J Tucker	1980*	P Jones	1981	Dr P T Penny
1982	J N Anderson	1983	D J Hoskins	1984	G A F Cutting

1985	F D Fursman	1986	J A Cooper	1987	D A Russell
1988	B L Sefton-Smith	1989	Mrs D Clark	1990*	Mrs D Alner
1991	G Hoyland	1992	G J Ley	1993	J C Street
1994*	D S G Massett	1995*	D V Toogood	1996*	Mrs S P Yeoman
1997	R K Burke	1998*	J Hamblett	1999*	R G W Margetts
2000	E V Clemett	2001*	Mrs A Reynolds	2002	Mrs V Ross
2003*	P H Dudley	2004*	G L Smart	2005*	J M Cooper

Honorary Secretaries

1901-1903	G W Hearn	1904-1906	W M Bull
1907-1930	E W Jordan	1931-1936	R A Colwill
1937-1942	R G Jordan	1942-1955	J De Lancey A L Sloggett
1956-1972	W T Tiver	1973-1975	T A Thorndale
1976-1980	T Elsom-Rhymes	1981-1993	E Dean
1994-1999	G A Cutting QPM	1999-2001	J C Street
2002-2005	J L Bird		

Honorary Treasurers

1901- 1906	C W J Bartlett	1907-1924	G Bye
1925	E W Jordan	1926-1930	F M Hart
1931-1951	E W Jordan	1952-1956	A L Sloggett
1956-1972	T A Thorndale	1973-1975	T Elsom-Rhymes
1976-2005	D V Toogood		

Honorary Competitions Secretaries

1926-1936	S E Darby	1937	E W Jordan
1938-1946	W Birkwood	1947-1981	R A MacFarlane
1982-2005	R G W Margetts	Post Discontinued	

PAST AND PRESENT OFFICERS OF ASA SOUTH WEST REGION

Presidents

2006/7	K Pring	2008	H Richards	2009*	Mrs M Britton
2010*^	J L Bird	2011*	Mrs J Airlie	2012*	C G Esmond J Masters*
2013*	S Veale*	2014	B Batley*		

Life Presidents

Ivor Martin 01249 651419

Dennis Toogood 01225 866030

Administrators

2006- J L Bird

Finance Officers

2006-8 D V Toogood 2009- Mrs C Robinson

Past Presidents of the ASA

1903	Sir G Pragnell	1908	G W Hearn
1913	E W Jordan	1923	A J Tucker
1929	R A Colwill OBE	1935	R G Jordan
1947	J De Lancey		
1953	Bdr G deV Welchman CBE DSO		
1959	C F Clark	1965	W T Tiver
1971	T A Thorndale	1977	T Elsom-Rhymes
1984	Mrs W Margetts	1990	E Dean

1996	P Jones	2001	D V Toogood
2006/7	R G W Margetts	2015	

SECTION 3

OFFICERS / KEY VOLUNTEERS /

ASA REGIONAL STAFF

Officers of the Region

Position	Email Address	Telephone
President : Ben Batley	ben.batley1@btinternet.com	01458 224663
Chair Management Board David Flack	chair@swimwest.org	01278 423 750
Finance Officer Chris Robinson	finance@swimwest.org	07941509039

Post Holders

Position / Tel	Email Address	Telephone
President Elect Chris Elliott	lynne.elliott@btopenworld.com	01752 842 119
Administration Officer John Bird	admin@swimwest.org	01752 338667
ASA Sport Governing Board Member Robert Margetts	events@swimwest.org	01803 605932
Webmaster		
Welfare Officer Marion Britton	marionbritton@yahoo.com	01179 770348
Medical Advisor Dr P Mason		01305 820422

Position / Tel	Email Address	Telephone
Health and Safety		

Key Discipline Volunteers

Chris Tremellen 01202 872 258	Swimming Secretary	swimming@swimwest.org
Robert Margetts 01803 605 932	Competition secretary	events@swimwest.org
Elaine Gilbert 01373 466 072	License Meet Organiser	elainegilbert@live.uk
Lynne Elliott 01752 842 119	Officials Secretary	officials@swimwest.org
Jill Beard 01202 533 212	Officials Examinations Organiser	beardfamilyuk@yahoo.co.uk
Rosemary Johnson 01935 420 095	Masters Secretary	
James Baker	Water Polo Secretary	Waterpolo@swimwest.org
Janice Waters	Synchro Secretary	Synchro@swimwest.org
John Helme 01236 563181	Open Water Secretary	openwater@swimwest.org

Mobile 07714 329726		
Vacant	Diving Secretary	
Neil Harper 01934 622233	South West School of Swimming Development	n.harper@tesco.net

Representatives to ASA Council

Officers	President: Mr B Batley Chair of Board: Mr David Flack Finance Officer: Mrs C Robinson
County Elected	P Gordon (Cornwall), R Downing (Devon), G Smart (Dorset), P Jones (Gloucester), R Warren (Somerset), Mrs J Airlie (Wilts).
ACM Elected	J L Bird.

ASA Sport Board R G W Margetts (sub D Flack)

DISABILITY LIAISON OFFICERS

Post	Name	email address	Telephone
Talent Officer - Disability Secretary	Lyndsey Hollands	lyndsey.hollands@swimming.org	07909951896
Cornwall	Abbe Reskelly	shellyreskelly@yahoo.co.uk	
Devon	Jane Brimacombe	brimswim@hotmail.com	

Dorset			
Gloucester	Siobhan Walsh	siobhanwalsh@connect.glos.ac.uk	
Somerset	Emily Taylor	emily.taylor@swimming.org	0792006489
Wilts	Nancy Davies	lee.m.davies@sky.com	01761 411926

County ASA Secretaries / Administrator / Chairman

Name / Tel	Role	Email
Malcolm Hopes 01579 364097	Cornwall ASA Acting Administrator	malcolmhopes@btinternet.com
Paul Russell 07784 799640	Devon ASA Secretary	paul.russell@pms.ac.uk
Di Gibbs 01425 673512	Dorset ASA Secretary	digibbs@talktalk.net
Ben Batley 01458 224663	Somerset ASA Secretary	ben.batley1@btinternet.com
Keith Smith 01179095822	Gloucester ASA Secretary	keith.smith@blueyonder.co.uk
Maurice Cleaver	Wiltshire ASA Chairman	maurice@71bristol.freereserve.co.uk

ASA DIVISION SOUTH and SOUTH WEST REGIONAL OFFICE

Unit 1-4 Castle Road, Chelston Business Park, Wellington, Somerset. TA 21 9JQ. Tel 01823 666792		
Alison Usher 07799582215	Divisional Business Manager	alison.usher@swimming.org
Bryony Gibbs 01823 666792	Divisional Office Manager	bryony.gibbs@swimming.org
Chris Vickery 01823 666792	Administration Assistant	chris.vickery@swimming.org
Alan Green 07799067504	Aquatic Officer for Gloucestershire and Wiltshire	alan.green@swimming.org
Neil Hutchinson 07787148360	Aquatic Officer for Cornwall and Devon	neil.hutchinson@swimming.org
Ashley Jones	Aquatic officer for Somerset and Dorset	ashley.jones@swimming.org
Emily Taylor 07920054389	Club Development Officer	emily.taylor@swimming.org
Lyndsey Holland 07909951896s	Talent Officer - Disability	lyndsey.hollands@swimming.org
Marie Gouldby 07717510675	IOS Short Course Organiser	marie.gouldby@swimming.org

Contracted by the Region

Name	Role	Email
Jackie Hilleard	Regional Development	Jackie.hilleard@uwe.ac.uk

07919211749	Co-ordinator	
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SECTION 4

MANAGING BOARD

REGIONAL MANAGEMENT BOARD

The Management Board plays a key role within the Region and is responsible for determining the strategic direction of our sport in line with our main agenda of talent development, education and health. The Board ensures that overall policies and plans are carried out through overseeing the work of committees and any other persons appointed to specific tasks within the Region. The Board is made up of elected County Members, a Chair appointed through open recruitment, and the officers of the Region.

Name	Role	email
Dave Flack 01278 423 750	Chair of Management Board	chair@swimwest.org
Ben Batley 01458 224663	President	ben.batley1@btinternet.com
Chris Elliott 01752 842 119	President Elect	lynne.elliott@btopenworld.com
Chris Robinson 07941509039	Finance Officer	finance@swimwest.org
John Bird 01752 338667	Administration Officer	admin@swimwest.org
Robert Margetts 01803605932	ASA Sport Governing Board Regional Representative	events@swimwest.org
Sue Gabriel 01208 815 183)	Cornwall Elected Member	suegabriel58@gmail.com
Roger Downing 01803 606 739	Devon Elected Member	rogerandhelendowning@btinternet.com

Gerry Griffin 01929 556 009	Dorset Elected Member	gerry-wareham2003@hotmail.co.uk
Keith Smith 01179 095 822	Gloucester Elected Member	Keith.smith@blueyonder.co.uk
Graham Cockill 01749 342 368	Somerset Elected Member	grahamcockill@btinternet.com
	Wilts Elected Member	

1 The Regional Management Board

1.1 The Regional Management Board will comprise the following members:

.1.1 the Officers;

.1.2 Administration Officer;

.1.3 ASA Sport Governing Board Member;

.1.4 one County Board Member appointed by each of the Counties, as defined in Rule 1.2.2, against criteria set by the Board from time to time. If any County Representative is unable to attend a meeting the county concerned may appoint a substitute.

1.2 In addition a number of Independent Members may be appointed by the Board, against criteria which may be set from time to time, subject to Rules 1.7 and 1.8.

1.3 The Chairman, who must hold office for a period of four years and may serve a maximum of two consecutive terms of office, shall be appointed by the Board from nominations received from the clubs affiliated to the Region.

1.4 The Chairman and / or any Independent Board Member may be removed from office at any time provided that three quarters of the members of the Board are in favour of the removal.

1.5 County and Independent Members of the Board will have a three-year term of office with one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election.

- 1.6 *Only persons who are members of the ASA shall be eligible to be voting members of the Board*
- 1.7 *Voting membership must be limited to a maximum of fifteen and a minimum of ten persons.*
- 1.8 *Any vacancy that occurs, other than of a County Board Member, may be filled by a majority decision of the remaining members of the Board. The appointment will be for the remainder of the term subject to the agreement of the Council at its next meeting;*
- 1.9 *If a County replaces its representative he shall take office immediately and remain in office for the rest of the term until his successor is elected and takes office.*

2 The powers and responsibilities of the Regional Management Board

- 2.1 The powers and responsibilities of the Board shall be to:
 - .1.1 *appoint a Chairman from time to time as stated in Rule 14.3;*
 - .1.2 *set the annual affiliation fees in line with the budget and recommend to the Regional Council;*
 - .1.3 *ensure that full and accurate Minutes of all its meetings are kept;*
 - .1.4 *be accountable to the Regional Council and report to it at such times and in such a form as it may require;*
 - .1.5 *determine who must be the authorised signatories of the Region's accounts;*
 - .1.6 *appoint and / or remove, or delegate the appointment of, paid or unpaid persons as staff or post holders;*
 - .1.7 *monitor and evaluate the work of staff and / or post holders;*
 - .1.8 *have general superintendence of the work of the standing and other committees and any other person appointed to specific tasks within the Region. (Including the production of full and accurate minutes of their meetings and / or activities);*
 - .1.9 *have general superintendence of the work of the County Associations named in Rule 1.2.2;*
 - .1.10 *contract for services and products other than those covered by staff employed directly or indirectly by the ASA;*
 - .1.11 *to fill any vacancies that may occur amongst officials elected at the ACM;*

- .1.12 confirm the appointment of members of the Standing and other Committees as appointed by the County Associations;
- .1.13 make arrangements for the affiliation of clubs and organisations to the Region;
- .1.14 determine the strategies of the Region and ensure delivery within the overall policies and plans agreed by the Council;
- .1.15 be responsible for the day to day management of the affairs of the Region including the oversight of the production of the Region's Plans for the approval of the Regional Council and for their implementation thereafter;
- .1.16 establish and recommend budgets for the delivery of the Region's Operational Plan, administration and infrastructure of the Region;
- .1.17 appoint sub committees when required who shall report on the subject referred to them.

2.2 In addition, the Board will be responsible for;

- .2.1 discharging, by a two thirds majority of those voting, for any breach of and under the provisions of the ASA's Code of Conduct for Volunteers, any unremunerated volunteers from any elected or appointed offices or positions, with the exception of the President, President Elect and the Chairman and to replace them.

3 Standing Orders for the Regional Management Board

- 3.1 A proposal to "suspend Standing Orders" must be supported by a majority of those present and entitled to vote before becoming operative.
- 3.2 The chairman at all Board Meetings must be the Chairman of the Board if he is present, able and willing to act. In his absence, inability or unwillingness, the meeting must elect a Chairman.
- 3.3 The Chairman must be given:
 - .3.1 unlimited authority upon every question of order and must be, for the purpose of such a meeting, the sole interpreter of the rules governing the Board;
 - .3.2 the right to vote on every motion. In the event of an equality of votes, the Chairman must have the casting vote.
- 3.4 50% of those entitled to attend and vote shall form a quorum at the meeting.
- 3.5 Every motion must be proposed and seconded

- 3.6 *Any amendment must be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.*
- 3.7 *Other than to ask or to give information or to raise a point of order, no member of the Board may speak more than once in the debate on any proposal. The proposer of the resolution must have the right of reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment must not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.*
- 3.8 A proposition or amendment may be withdrawn only at the request of the proposer.
- 3.9 During debate, all remarks shall be addressed to the Chairman who shall have the right to curtail any speech if it is considered to be in the interests of the Meeting so to do.
- 3.10 A simple majority shall decide all propositions by a show of hands. A secret ballot may be held when a majority of members is in favour of such a ballot.
- 3.11 At the discretion of the Chairman, if it is proposed that the "question be put", no discussion will be permitted until after the question has been put. If carried, the proposer of the resolution may reply and then a vote shall be taken without further discussion.
- 3.12 The Chairman shall deal immediately with any "points of order" or "points of information" raised by members that are relevant to the matters under discussion.
- 3.13 Proxy voting is not permitted.

4 Procedures at Regional Management Board Meetings

- 4.1 The Minutes of the previous meeting shall be considered for ratification.
- 4.2 The Minutes of all Standing and other Committees, reports of officers or other individuals shall not be considered unless they have been circulated with the agenda, or unless the Chairman and the members of the Board agree by a two thirds majority that it will not prejudice the good governance of the Region to do so.
- 4.3 Without the consent of the Chairman, no member of the Board may speak more than once in the debate on any proposal. The proposer of a resolution must have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment must not

have the right of reply. When the proposer has completed his reply, no further speaker must be heard.

SECTION 5

MEMBERS FORUM

Members Forum

The Members Forum meets twice per year to receive information on the work of the Regional Management Board, finances, make nominations to Council and appoint special sub-committees as required.

The Members Forum consists of:

Past Presidents, Members of the Management Board, Postholders, Secretaries of discipline committees, Secretaries, Treasurers and elected representatives of each County ASA

CORNWALL

Name	Post	email address	Tel
Malcolm Hopes	Acting Administrator	malcolmhopes@btinternet.com	01579 364097
John Likeman	Hon Treas	johnlikrman@yahoo.co.uk	01872 275960
Lynne Elliott		lynne.elliott@btopenworld.com	01752 842119
Philip Gordon		philip@philipgordon.co.uk	01872 573615

DEVON

Name	Post	email address	Tel
Paul Russell	Hon Sec	paul.russell@pms.ac.uk	077847 99640
Coral Waldock	Hon Treas	coralwaldock@hotmail.com	01803 408628
Mel Jeynes		pamandmel@googlemail.com	01548

Name	Post	email address	Tel
			830322
Jeanette Stoneman		j.stoneman@blueyonder.co.uk	01752 672845
Bob Jarman		bob.jarman@blueyonder.co.uk	01626 207 182

DORSET

Name	Post	email address	Tel
Di Gibbs	Sec	digibbs@talktalk.net	01425 673512
Gerry Griffin	Hon Treas	gerry-wareham2003@hotmail.co.uk	01929 556009
John Masters		Johnmastere2121@hotmail.com	01305 783632
Gordon Smart			01202 673399

GLOUCESTER

Name	Post	email address	Tel
Keith Smith	Hon Sec	keith.smith@blueyonder.co.uk	01179 095822
R D Bishop	Hon Treas	rdbishop@sky.com	01179 508038
Frank Keeble			01934 852289

Name	Post	email address	Tel
Ian Stuart		ian@idstuart.freeseve.co.uk	01242 575821
Sheila Bryant		sheila_3bryant@btinternet.com	01179 683683

SOMERSET

Name	Post	Address	Tel
Ben Batley	Hon Sec	ben.batley1@btinternet.com	01458 224663
Ray Warren	Hon Treas	raywarren@talktalk.net	01373 462207
Mike Coles		mgcoles@btinternet.com	01934 511456
Brian Bewley		Brianrb@btinternet.com	01934 624129
Rosemary Johnson		rosemary.a.johnson@googlemail.com	01935 420094

WILTSHIRE

Name	Post	email address	Tel
Maurice Cleaver	Hon Chair	maurice@71bristol.freeseve.co.uk	
Graham Reeve	Hon Treas	gr@rationalfinance.co.uk	01793 637279
Andrea		andreajchristmas@googlemail.com	

Name	Post	email address	Tel
Christmas			
Paul Robbins		robbipa@aol.com	01380 727712

1 Members Forum

1.1 Membership

.1.1 The Members Forum will comprise the following members:

.1.1 Those elected under Rules 9.1.8 to 9.1.13;

.1.2 Past Presidents who have attended or tendered their apologies at the immediate past two Annual Council Meetings (including Past Presidents of the former Western Counties ASA);

.1.3 Members of the Management Board;

.1.4 The Secretaries, Treasurers and the elected representatives of each County Association in the ratio of two for each County Association with fewer than 30 Clubs and three for each County Association with 30 or more Clubs who shall be elected at the Annual General Meeting of their respective Counties.

1.2 In the event of a County Secretary or the County Treasurer being elected to a post defined in rule 19.1, the County shall be allowed an extra representative.

1.3 If a County Secretary, Treasurer or representative is unable to attend a meeting, the Executive Officers of the County concerned may appoint a substitute.

1.4 If a Standing Committee Secretary is unable to attend, a substitute from that Standing Committee may be appointed by the Standing Committee concerned.

1.5 A chairman shall be elected in the event of the President not wishing to take the Chair, but the President shall retain the casting vote at all meetings. The Chairman of the Board is not eligible for this role.

1.6 Meetings

.6.1 The Forum shall meet twice each year. One of these meetings will normally be held during July, or at a time that will enable it to meet its obligations to the Regional Council. Additional meetings may be convened at the request of the Board or on receipt of a written request signed by

the representatives of three County Associations stating the reason for the meeting.

.6.2 The meeting (for which a quorum, including at least one officer shall be 10) shall be called by the Administration Officer giving ten days clear notice and stating the business to be discussed.

.6.3 The business to be enacted by the Members Forum shall be:

.3.1 to receive a report from the Board;

.3.2 to receive a financial statement of income and expenditure;

.3.3 to receive the financial budget proposals for the coming year;

.3.4 to make nominations to the Annual Council for all elective posts.

Nominations for the posts referred to in Rule 9.1.17 shall be submitted following the issue by the Administration Officer of a standard 'nomination' pro forma to County Secretaries, in sufficient time for the nominations to appear on the Agenda for the July Members Forum. If more than two nominations are received for any one post, the selection process shall be by way of an elimination vote with the lowest nominee being eliminated at each stage until such time as two nominees remain. Those two nominees to be submitted for election at the Regions Annual Council.

.6.4 The Members Forum shall also:

.4.1 elect the ASA Vice President when appropriate;

.4.2 elect the Swimmer of the Year from nominations received from the Standing Committees;

.4.3 appoint special Sub Committees when required;

SECTION 6

ASA SW ANNUAL COUNCIL

1 Regional Council

- 1.1 The Regional Council will comprise the following members:
 - .1.1 the President of the Region;
 - .1.2 the President Elect of the Region;
 - .1.3 the Region's Management Board members;
 - .1.4 Life Presidents (including Life Presidents of the former Western Counties ASA);
 - .1.5 Past Presidents who have attended or tendered their apologies at the immediate past two Annual Council Meetings. (Including Past Presidents of the former Western Counties ASA);
 - .1.6 the Secretary of each Standing Committee;
 - .1.7 post holders as listed in Rule 3.1.13
 - .1.8 Membership *must include at least one representative from each County Association, affiliated club, body organisation or association.*
 - .1.9 Two members appointed by each County Association.
 - .1.10 Club representation shall be in the ratios of:
 - .10.1 clubs with membership of up to 100 members 1 delegate;
 - .10.2 clubs with membership of up to 200 members 2 delegates;
 - .10.3 clubs with membership of up to 400 members 3 delegates;
 - .10.4 clubs with membership over 400 members 4 delegates.
 - .10.5 Delegates must be members of the club they represent and hold written authority from the Club Secretary.
 - .1.11 "Associations" will be entitled to one vote.
- 1.2 *Only persons who are members of the ASA shall be eligible to be members of the Council, except that a delegate who represents an Associated Organisation, an Associate Organisation or an Affiliated Body may be a member of Council provided he has been appointed by the organisation represented under its own rules.*
- 1.3 Any Chairman or Vice Chairman of the ASA Independent Disciplinary and Dispute Resolution Panel or the Chairman or any Vice Chairman of the ASA Independent and Resolution Appeals Panel may not act as a delegate at any Council Meeting but provided he is a member of a club affiliated to

the Region, may attend any Council Meeting ex officio with power to speak but not to vote.

1.4 The expenses of Officers listed in Section 1: 7.4.2 and members listed in Section 6: 1.1.1; 1.1.2; 1.1.3 and 1.1.6 and Section 3: 3.1.13 in attending a Regional Council Meeting will be a charge upon the funds of the Region.

1.5 The Council Meeting must be open to the public but except as provided by the Regional Rules or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may at any time decide to exclude the public.

2 The Annual and Special Regional Council Meetings

2.1 The Annual Council Meeting shall be held in the month of September at or near Taunton. The Board shall have the power to vary the venue if considered advisable.

2.2 *The chairman at all meetings of the Council must be the Chairman of the Board if present, able and willing to act. In his absence, inability or unwillingness, the meeting must elect a chairman.*

2.3 *The chairman has unlimited authority upon every question of order and must be, for the purpose of such meeting, the sole interpreter of the rules governing the Council.*

2.4 *The chairman has the right to vote on every motion. In the event of an equality of votes, he must have the casting vote.*

2.5 The quorum for Council Meetings shall be twenty members.

2.6 A Special Council Meeting shall be convened by the Regional Chairman at the request of the Board or on receipt of a written request signed by the representatives of ten clubs or associations affiliated to the Region, stating the reason for the meeting. The meeting must be held within fifty six days of the receipt of the request. Twenty eight days notice of such a meeting must be given to members entitled to attend. The only business to be discussed shall be the subject of the original request.

3 The powers and responsibilities of the Regional Council

3.1 The powers and the responsibilities of the Council shall be to:

.1.1 approve the minutes of the previous meeting of the Annual Council and any subsequent Special Meeting of the Council;

.1.2 oversee the work of the Board;

.1.3 receive reports and accounts from the Board;

- .1.4 appoint where appropriate a special committee to consider and report on any matter. In appointing such a committee the Council must determine the number of members and decide the terms of reference;*
- .1.5 approve, by a two thirds majority of those present and voting, any proposed changes to the Regional Rules, subject to the condition that any changes which refer to the mandatory elements of the standard constitution be approved by the ASA Council before coming into operation;*
- .1.6 abide by the standing orders set out in these Rules;*
- .1.7 keep full and accurate minutes of its meeting;*
- .1.8 confirm the President Elect as President for the new year only. (In the event of there being no President Elect, then the County Association or the Members Forum, which ever is entitled to make a nomination at the appropriate meeting of the Members Forum , shall nominate the President for the new year);*
- .1.9 confirm the President Elect for the new year, who shall be nominated in rotation by Somerset, Devon, Cornwall, Gloucester, the Members Forum, Wiltshire and Dorset;*
- .1.10 elect from nominations received the required number of Regional representatives to the ASA Sport Governing Board, who shall hold office for four years (ASA Law);*
- .1.11 elect from nominations received the Region's Finance Officer;*
- .1.12 elect from nominations received Secretaries for the following Standing Committees:*
 - .12.1 Diving; Open Water Swimming; Swimming; Synchronised Swimming, Water Polo and the ASA South West Region School of Swimming Development;*
- .1.13 elect from nominations received an Administration Officer, Disabilities Liaison Officer, Handbook Editor, Medical Adviser, Trophy Co-ordinator and Welfare Officer;*
- .1.14 elect from nominations received two Emergency Committee members;*
- .1.15 elect from nominations received the required number of Regional representatives to the ASA Council;*
- .1.16 elect from nominations received up to four Custodians.*

.1.17 Nominations for posts referred to in rules 9.1.10 through to Rule 9.1.16 shall be received by the Administration Officer fourteen days before the July Members Forum meeting. Appointments to these posts, unless otherwise stated, shall be for a period of one year.

.1.18 The Council may elect from nominations received from the Management Board one or more Life Presidents in order to recognise meritorious service to swimming and related disciplines.

3.2 *The Council shall also appoint annually a firm of qualified accountants to report to members on the financial state of the Region.*

4 Changes to Regional Rules and Proposals

4.1 *Any proposal to change a Regional Rule may be considered only at the Annual Council Meeting or at a Special Council Meeting called for that purpose. The Council must consider and decide only on the principle and intention of any proposal. The Board will be responsible for the drafting of the wording of the changes to the Rules to implement the principles and intentions approved by Council.*

4.2 *A proposal to change a Regional Rule may be considered at the Annual Council Meeting only if it has been distributed with the Annual Report, except as provided for in this Rule and has been:*

.2.1 *made by the Board at a meeting before May 31st and appears in the minutes of that committee which have been approved by the Board before June 30th; or*

.2.2 *made by a committee appointed by the Council or the Board and appears in the minutes of that committee which have been approved by the Board by June 30th; or*

.2.3 *made by a club, body, association or organisation affiliated to the Region and has reached the Administration Officer by May 31st; or*

.2.4 *made as a matter of emergency, approved by the Board, sent to the clubs, bodies, associations or organisations affiliated to the Region at least seven days before the meeting and approved as a suitable matter for consideration by Council by at least two thirds of the delegates present and voting.*

4.3 *Every proposal to change a Regional Rule and / or an amendment to it, must be proposed and seconded separately and must be open for discussion by any delegate with or without prior indication of intent.*

4.4 An amendment to any proposal to change a Regional Rule may be proposed by any member of Council, supported by another member as a seconder, and must reach the Administration Officer fourteen days prior to an Annual Council Meeting or twenty one days prior to a Special Council Meeting, as the case may be.

4.5 A schedule of all such amendments must be sent to the clubs, bodies, associations or organisations entitled to be represented at Council at least seven days before the Council Meeting at which they are to be considered.

4.6 A proposal to change a Regional Rule may only be considered at a Special Council Meeting if it has been:

.6.1 included in the resolution or request for the meeting;

.6.2 referred to the Board, unless emanating from it. The Board must indicate its support or opposition and may propose amendments which must be included on the agenda of the Council Meeting.

4.7 Regional Rule changes approved by the Regional Council must become effective immediately or at any other date agreed at the Council Meeting. If any addition, alteration or rescission of an ASA Law causes a Regional Rule to conflict with it, the Board must immediately cause the Regional Rules to conform with it.

4.8 A proposal to change the Regional Rules must be carried only if at least two thirds of those present and voting are in favour.

4.9 Renumbering of Regional Rules and any consequential alterations must be at the discretion of the Regional Chairman or his nominated representative.

5 Proposals other than Change to Rule

5.1 All other proposals including amendments to proposals whether to change a Regional Rule or otherwise, must require a simple majority of those members present and voting.

5.2 A proposal for consideration by Council at its Annual Meeting which does not embody a proposal to change a Regional Rule may be submitted by:

.2.1 the Board;

.2.2 a club, body or association affiliated to the Region or a member of the Council in which case it must be received by the Administration Officer not later than 28 days immediately preceding the Annual Council Meeting.

.2.3 Proposals in accordance with this section must be sent to clubs, bodies, associations and organisations not less than 14 days before the Annual Council Meeting.

5.3 A motion of which due notice has not been given may not be discussed or voted on unless sanctioned by the Chairman and two thirds of the members present and voting and provided that it does not involve a change to Regional Rules.

6 Annual Report and Minutes

6.1 The Annual Report to the ASA from the Region must be presented at the Annual Council Meeting of the Region.

6.2 *A member of the Council or a club, body, association or organisation affiliated to the Region may question the minutes of the Board or any committees appointed by it or by the Council, but must indicate this intention by giving notice to the Regional Chairman no later than ten days prior the Annual Council Meeting and must normally refer only to those for the Regional year last past as defined in Section 1 Rule 8.1. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the Regional year provided that:*

.2.1 he is satisfied that the question is of sufficient importance and / or relevance to the meeting; and

.2.2 the minutes have been approved by the Board; and

*.2.3 a specific question seeking further clarification or information is asked for;
or*

.2.4 a proposal has been made under these rules relating to those minutes.

6.3 A member of the Council or a club, body, association or organisation affiliated to the Region may question or have discussed any item in the published minutes of the last Annual Council Meeting or any subsequent Special Meeting, the Annual Report or the Financial Statements.

7 Standing Orders for Council Meetings

7.1 *A proposal to "suspend Standing Orders" must be supported by a majority of those present and entitled to vote before becoming operative.*

7.2 *Every motion must be proposed and seconded. A member of the Board must propose resolutions that emanate from the Board while the Secretary of the Committee must propose those that emanate from a Standing Committee. If the Committee Secretary is not a member of Council the proposal must be*

made formally from the Chair and immediately afterwards the Committee Secretary or substitute, must be allowed to speak in support of the resolution.

- 7.3 Any amendment must be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.*
- 7.4 Other than to ask or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution must have the right of reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment must not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.*
- 7.5 The quorum for the meeting shall be twenty persons eligible to vote and no business may be conducted until a quorum is present.
- 7.6 During debate, all remarks shall be addressed to the Chairman who shall have the right to curtail any speech if it is considered to be in the interests of the Meeting so to do.
- 7.7 Before a proposal is discussed it must have a proposer and seconder from the members present and entitled to vote. A simple majority shall decide all propositions. A secret ballot may be held when a majority of members is in favour of such a ballot.
- 7.8 Any amendment to a proposal must have a proposer and seconder. At the appropriate time, the amendment will be put to the meeting before the original proposition and if it receives a simple majority in favour it will become part (or all) of the substantive motion on which a vote will also be taken. If an amendment is defeated one or more further amendments may be considered and voted upon.
- 7.9 A proposition or amendment may be withdrawn only at the request of the proposer.
- 7.10 At the discretion of the Chairman, if it is proposed that the "question be put", no discussion will be permitted until after the question has been put. If carried, the proposer of the resolution may reply and then a vote shall be taken without further discussion.
- 7.11 The Chairman shall deal immediately with any "points of order" or "points of information" raised by members that are relevant to the matters under discussion.

- 7.12 Unless the Chairman directs otherwise, voting on all motions or amendments must be by a show of hands or voting cards. Voting on elections must be by secret ballot. Proxy voting will not be permitted.
- 7.13 If any County/club representative is unable to attend a meeting, the County/club concerned may appoint a substitute.
- 7.14 Those Standing Committees, whose responsibilities include expenditure, shall have delegated authority to manage and control the budgets allocated to them by the Board. In circumstances in which a planned event has to be cancelled the Committee shall seek to replace the event and report as such circumstances occur.
- 7.15 The Secretaries of each Standing Committee shall submit minutes of meetings to the Regional Director within the stipulated timetable set out in the Region's meeting calendar for submission to the Board for approval or otherwise and for circulation to the Members Forum, Board members, Development Committee, Counties and when requested, to Clubs.

SECTION 7

DEVELOPMENT COMMITTEE

Note terms of reference, responsibilities, and membership are under review

Post	Name	email address	Telephone
Secretary	Under review		

Membership, Responsibilities and terms of Reference for the Development Committee

1 The Development Committee shall:

1.1 appoint a Chairman;

1.2 consist of one representative from Diving, Open Water, Swimming, Synchronised Swimming and Water Polo, the Regional Development Officer, Disability Liaison Officer, Education Co-ordinator and any specialists approved by the Management Board.

1.3 The Regional Development Officer shall ensure that ASA guidelines are followed and exercise control over financial matters within the framework of the Development Plan.

1.4 The Committee will co-ordinate development between Diving, Open Water, Swimming, Synchronised Swimming and Water Polo, together with Education, Disabilities and general administration and submit recommendations to the Board.

SECTION 8

DIVING SECTION

DIVING COMMITTEE

The Diving Committee is responsible for administration and co-ordination of diving development across the region.

Club representatives:

Post	Name	email address	Telephone
Secretary	Vacancy		

Membership, Responsibilities and terms of Reference for the Diving Committee

1 Membership of the Diving Committee;

1.1 shall consist of the Chairman, Standing Committee Secretary, one person from each Club and up to two specialists appointed by the Committee against criteria set from time to time unless the Board determine otherwise, Regional Diving Co-ordinator, Competition Organiser and a Financial Controller.

1.2 Four are needed to form a quorum.

2 The committee shall:

2.1 appoint a chairman;

2.2 appoint a representative to the Development Committee;

2.3 appoint a financial controller;

2.4 appoint a competition secretary/organiser

2.5 advise and make recommendations to the Board on all matters relating to its own discipline;

2.6 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline;

2.7 ensure the agreed Regional Plan is implemented within agreed budget;

2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;

2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;

- 2.10 select teams to represent the Region;
- 2.11 recommend officials for the Regional & National List;
- 2.12 appoint officials for Regional events;
- 2.13 conduct and give advice on Regional Championships & Competitions;
- 2.14 submit to the Board nominations for the ASA Technical Committee relating to its own discipline;
- 2.15 assist ASA staff in the arrangements for carrying out ASA Championships and other similar events when allocated to the Region.

Competition General Conditions

- 1 All Championships and Age Group Competitions shall be competed for annually under ASA Laws and ASA Technical Rules at venues and dates approved by the ASA South West Regional Board.
- 2 All competitions shall be open to those:-
 - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
 - .2 or who have a birth qualification;
 - .3 or in the case of members of HM Forces whose unit is affiliated under ASA Laws it is sufficient for the competitor to be on the books;
 - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
 - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.
- 3 Provided the swimmer holds the longest unbroken membership of an ASA South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by ASA Laws.
- 5 Each entry shall be made on the official entry form which together with the entry fee, must reach the appropriate discipline competition secretary 28 days before the date fixed for the event, with the exception of diving which shall be 14 days and Open Water where entry fees must be sent to the Open Water Secretary by the date shown on the entry form.

- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with ASA Laws.
- 7 All protests as to the eligibility of competitors shall be decided by ASA Laws.

8 Trophies:

.1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy Controller that it shall be returned in good condition.

.2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition.

A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.

- 9 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by ASA Judicial Laws.

10 Multi Discipline Entry

- .1 Individuals forming the teams entering the ASA South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering the ASA South West Water Polo Championships must have been members of the club entering them prior to 1st February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for the ASA South West Swimming Championships may be entered by another club for the ASA South West Water Polo Championships of the ASA South West Diving Championships or the ASA South West Synchronised Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.
 - .2 A competitor entering in the name of one club for any ASA South West Region Diving, Synchronised swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.
 - .3 A competitor entering in the name of one club in any ASA South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.
11. Any matter not provided for shall be determined by the Board.

DIVING OFFICIALS

County	Qual	Name	Email	Telephone
Cornwall				
Devon	j N c	A.BANKS		
	j	Miss S.FREEMAN		
	rec	Ms C.GLOVER		
	rec	Ms J.GLYNN		
	j Nc	Mrs S.GREVETT		
	j Nc	J.GUITERREZ-MUNOZ		
	rec	K.McDONALD		
Dorset	j	D.HOLLAND		
	Ref j	Mrs J.LATHAM		
	j	Mrs B.STANNARD		
Gloucestershire	j	W.KINGSCOTT		
Somerset	j	P.HARDEN		
Wilts	j	Mrs I.ALDRIDGE		
	j	V.BASTAR		
	j	Miss A.BENNETT		
	j	R.CLARKE		
	j	A.KENT		
	j	Miss M.SWEETMAN		
	j	Miss R.TURNER		

SUBSIDIARY PANEL

County	Qual	Name	Email	Telephone
Cornwall				
Devon		Miss K.BUTCHER		
Dorset		Miss R.CRONK		
		P.MORRIS		
Gloucestershire		J.ELLIOT		

SECTION 9

EMERGENCY COMMITTEE

EMERGENCY COMMITTEE

The Emergency Committee is responsible for dealing with matters of such emergency that cannot be dealt with by the Management Board. The committee shall report back to the Management Board at the next meeting.

The Emergency Committee comprises Ben Batley (President) David Flack (Board Chairman) and Phillip Jones.

1 Membership and Terms of Reference

- 1.1 shall consist of The President, Board Chairman, and three elected members. A substitute shall be named from nominations received.
- 1.2 All decisions shall be final, except as provided for in ASA Law.
- 1.3 The Committee shall be empowered to deal with matters of such emergency that cannot be dealt with by the Board and the findings will be reported to the Board at its next meeting. Such references do not include any matters that fall within the responsibilities covered by ASA Judicial Law.
- 1.4 The Regional Chairman shall be the convener of the Committee.

SECTION 10

OPEN WATER SECTION

OPEN WATER COMMITTEE

The Open Water Committee is responsible for administration and co-ordination of open water development across the region.

County representatives: Mrs L Elliott, Mrs M Pike, G Griffin, A Giles, B Bewley, A German,

Post	Name	email address	Telephone
Secretary	John Helme	openwater@swimwest.org	07714329726
Chairman	Les Debenham	openwater@armles.co.uk	01761 233948

Membership, Responsibilities and terms of Reference for the Diving Committee

1 Membership

1.1 shall consist of the Chairman, Region Safety Officer, Standing Committee Secretary, one person from each County and up to two specialists appointed by the Committee against criteria set from time to time unless the Board determine otherwise, Competition Organiser, Safety Officer and a Financial Controller.

2 The committee shall:

- 2.1 appoint a chairman;
- 2.2 appoint a representative to the Development Committee;
- 2.3 appoint a financial controller;
- 2.4 appoint a competition secretary/organiser
- 2.5 advise and make recommendations to the Board on all matters relating to its own discipline;
- 2.6 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline;
- 2.7 ensure the agreed Regional Plan is implemented within agreed budget;
- 2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;

- 2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;
- 2.10 select teams to represent the Region;
- 2.11 recommend officials for the Regional & National List;
- 2.12 appoint officials for Regional events;
- 2.13 conduct and give advice on Regional Championships & Competitions;
- 2.14 submit to the Board nominations for the ASA Technical Committee relating to its own discipline;
- 2.15 assist ASA staff in the arrangements for carrying out ASA Championships and other similar events when allocated to the Region.

OPEN WATER SWIMMING (UNDER ASA LAWS and ASA TECHNICAL RULES

GENERAL CONDITIONS

1. The ASA South West region Open Water championships and age groups are open to registered members of clubs affiliated to the ASA, the Scottish ASA and the Welsh ASA or registered members of clubs from countries affiliated to FINA. Non-registered swimmers may apply for ASA registration for the day.
2. A swimmer shall have joined the club in whose name he is entered at least 60 days prior to the date of the competition
3. Entries
 - .1 Entries must be received by the organizer on or before the closing date on the entry form. Entries must be accompanied by the entry fee
 - .2 All competitors must read and sign the declaration on the entry form
4. Competitors must have their number written on shoulders, upper arms and backs of hands. In addition they will be given a numbered hat and wrist band; both shall be worn throughout the race and the wrist band handed in when leaving the water.
5. No competitors shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Goggles, caps (maximum 2), nose clip and ear plugs may be used.
6. Costumes must comply with FINA Open Water rules, i.e. they must be of textile material and must not extend beyond the neck, shoulders or ankles. Only one costume is allowed.

7. Swimmers are allowed to use grease or other such substances providing these are not, in the opinion of the referee, excessive.
8. Only official safety boats will be allowed on the course, competitors are not allowed to have a coach or supporter in their own canoe or boat.
9. Awards
 - .1 Open category: Awards will be made to the first three placed competitors in each age band, male and female.
 - .2 ASA SWR Championships: Awards will be made to the first three placed ASASWR competitors in each age band, male and female.
 - .3 Certificates will be awarded to all competitors finishing the course.
10. If, due to inclement weather, the competitions have to be cancelled the organizers will make every effort to re-run the event on another date. If this is not possible, a part of the entry fee may be refunded after all expenses have been paid.
11. Protests shall be made and dealt with as detailed in ASA Law.
12. Any matters not provided in these conditions shall be decided by the ASASWR Management Board.
13. All ages are taken as age on 31st December in the year of competition.
14. All events are freestyle
15. All events are open. Only ASA SWR swimmers will be eligible for the regional trophies.

CHAMPIONSHIP CONDITIONS

1. ASA SWR Open Water Championships are held over 2 distances 5km and 10km.
2. Competitors must be 13 years of age on 31st December in the year of competition to enter the championship events.
3. A swimmer entering the junior championship of the 5Km event or 10Km event must be under 17 years of age on 31st December in the year of competition.
4. A swimmer entering the 10Km event will be required to signify on the entry form that he/she has completed a 5Km Open Water event during the previous 3 years and has also completed a continuous 1 hour Open Water swim during the year previous to this competition. Proof of this completion may be requested by the organizers of the 10Km event.
5. The 5Km and 10Km Championships will be swum as combined junior and senior events in the following age bands:
 - .1 Junior: - 13-17 years
 - .2 Senior: - 17-29years

- .3 Senior: - 30-39 years
- .4 Senior: - 40-49 years
- .5 Senior: - 50 years and over
- 6. Time limits of 2 ½ hours from the start of the 5Km race and 4 hours from the start of the 10Km race shall be applied. All competitors must attend the pre-race briefing.
- 7. The Reg Blackburn Memorial Trophies will be awarded to the first ASA SWR, male and female in the 10km event.
- 8. For the 10km event there is a class for swimmers wearing wetsuits. Swimmers in this class will not be eligible for the championship trophies

AGE GROUP CONDITIONS

- 1. ASA SWR Age group events are held over two distances 1.5km and 3km.
- 2. For the 1.5 km event swimmers must be 12 years. For the 3km event swimmers must be 13 years, age determined on 31 December in the year of competition.
- 3. Group events will be swum as combined senior and junior events in the following age bands:
 - .1 Under 14yrs.
 - .2 15 to 18 yrs
 - .3 19 to 29 yrs
 - .4 30-39 yrs
 - .5 40 to 49 yrs
 - .6 50+ yrs
- 4. Time Limits will be applied as follows:
 - 4.1 1.5km 1 hour after the start
 - 4.2 3km 1hr 30mins after the start

750 metres Special Event conditions

- 1. Competitors must be between 11 and 13 years of age as of 31st December in the year of competition.
- 2. There will be a time limit of 30 minutes after the start

OPEN WATER OFFICIALS

Lic	Name		County	Phone	e-mail	Qual
11198	Brian	Bewley	Somerset	01934 624129	BrianRB@btinternet.com	R
22605	Susan	Butler	Devon	01752 791209	suebutts@hotmail.com	L2
106255	Clare	Cockill	Somerset	01749 342368	calrecockill@btinternet.com	L1
13446	Graham	Cockill	Somerset	01749 342368	grahamcockill@btinternet.com.	L1
13755	Carolyn	Cox	Gloucestershire	01275 875413	carolyn_p_cox@hotmail.com	L1
11977	Leslie	Debenham	Somerset	07946 461305	openwater@armles.co.uk	R
177080	Christopher	Elliott	Cornwall	01752 842119	lynnne.elliott@btopenworld.com	L1
12136	Lynne	Elliott	Cornwall	01752 842119	lynnne.elliott@btopenworld.com	R
1937	Kathryn	Forward	Devon	1752846557	kathyforward@btinternet.com	R
48348	Anthony	German	Wiltshire	7899752561	tony@ahgtrading.co.uk	L1
12517	Peter	Gonsalves	Somerset	01934 515755	hellandpete@hotmail.com	L2
892778	Kypros	Harrison	Wiltshire	1225759410	kyprosharrison@me.com	L1
68510	Marie-Elaine	Hedger	Devon	1271870932	gordonhedger1@aol.com	L1
374042	Frances	Hegarty	Cornwall	1840250131	frances_a_hegarty@hotmail.com	L1
13295	John	Helme	Cornwall	01326 563181	johnhelme.owsec@milnet.uk.net	R
855639	Virginia	Hill	Devon	1395227123	v.c.hill@hotmail.co.uk	L2
31	Rosemary	Johnson	Somerset	01935 420094	rosemary.a.johnson@googlemail.com	
13546	Glenys	Lock	Wiltshire	01793 828137	postmaster@lock.plus.com	L1
172923	Catherine	Lodge	Somerset	01278 787118	catherinelodge@hotmail.co.uk	L1
214293	Simon	Lodge	Somerset	01278 787118	karenlodge@sky.com	L1
11946	Patrick	O'Callaghan	Wiltshire	01980 623091	pat.oc@btinternet.com	R
379531	Kelly	Podbury	Somerset	07780 733512	kellypods@yahoo.co.uk	L1
67182	Mark	Podbury	Somerset	07824 818470	m_podbury@yahoo.co.uk	L1
176172	Susan	Podger	Dorset	01308 488667	susanpodger23@tiscali.co.uk	L2
129699	Tracey	Roberts	Dorset	01305 778956	robertsfamily4@tiscali.co.uk	L2
44579	Daphne	Turner	Devon	01752 776617	turner.jd@blueyonder.co.uk	R
15893	Alison	Warren	Dorset	01305 283632	alisonwarren2121@hotmail.co.uk	L1
920434	Mark	Wells	Somerset	7976835810	mark@wtek.co.uk	L1
12118	Alan	Withers	Somerset	01458 448129	arwithers@aol.com	R

FINA and PRE-FINA OFFICIALS

OPEN WATER Miss H. SMITH, Ms S WOOD

SECTION 11

SOUTH WEST SCHOOL of SWIMMING DEVELOPMENT

SOUTH WEST SCHOOL of SWIMMING DEVELOPMENT

The committee takes all actions necessary to promote and organise the Region's Residential Swimming Training Course. The committee consists of the Course Secretary, Course Development Officer, Regional Director and Finance Officer, together with co-opted members from the previous year's summer school.

Post	Name	email address	Telephone
Secretary	Neil Harper	n.harper@tesco.net	01934 622233
Development:	Paul Sartain	Paul.Sartain@btinternet.com	

Membership, Responsibilities and Terms of Reference for the South West School of Swimming Development

1 **The** ASA South West Region School of Swimming Development Committee shall consist of the Course Director, the Course Development Officer together with co-opted members from the previous year's Summer School. The Committee shall take all actions that are necessary to promote the Regional Summer School and such activities as are authorised by the Board. The Course Director shall report to the next meeting of the Board.

2 Three are needed to form a quorum.

SECTION 12

SWIMMING SECTION

SWIMMING COMMITTEE

The Region's swimming will be administered through the Swimming Committee which will formulate policy.

County representatives: C Elliott, Mrs J Stoneman, A Smart, Mrs M Britton, P Gonsalves, Mrs S Yeoman.

Post	Name	email address	Telephone
Secretary	Chris Tremellen	swimming@swimwest.org	01202 872258
Competition Secretary	Robert Margetts	events@swimwest.org	01803 605932

Sub-Committees

The sub-committees will provide recommendations to the Swimming Committee and will consist of:

Sub-Committee: COACHES

Role: To formulate policy on development and provide recommendations to the Swimming Committee.

Post	Name	email address	Telephone
Secretary			

Sub-Committee: EVENT MANAGEMENT

Role: To deliver the competition programme.

Post	Name	email address	Telephone
Secretary	Chris Tremellen	swimming@swimwest.org	01202 872258

Sub-Committee: SWIMMING OFFICIALS

Role: To be responsible for all officials' appointments to our competitions and national events, and to provide on-going officials education and CPD.

County representatives: Mrs M Davies, M Jeynes, Mrs J Beard, N Harper, G Cockill, P Robbins, L Debenham.

Post	Name	email address	Telephone
Secretary	Lynne Elliott	lynne.elliott@btopenworld.com	01752 842119

Sub-Committee: MASTERS

Role: The development of opportunities and the delivery of Masters swimming across the region.

County representatives: J Rhodes, O White, G Griffin, , H Adams, Mrs R Johnson, Miss R Smith.

Post	Name	email address	Telephone
Secretary	Rosemary Johnson	rosemary.a.johnson@googlemail.com	01935 420095

The Swimming Committee Terms of Reference

- 1 Shall administer the Region's swimming through the following Sub-Committees:
 - 1.1 Coaches Committee (CC);
 - 1.2 Events Management Committee (EMC);
 - 1.3 Masters Committee (MC);
 - 1.4 Swimming Officials Committee (SOC);
 - 1.5 Management Working Group (MWG).
- 2 shall consist of the Chairman, Standing Committee Secretary, one representative from each County; the Secretaries of the Sub Committees listed in rule 21.4.3.1.1 through to 21.4.3.1.4, Licensed Meet Coordinator, Finance Controller and the Swimming Competition Secretary.
- 3 Five are needed to form a quorum;

- 3.1 The Committee has authority to co-opt any specialist, without power to vote, to advise on a specific task(s) for the duration of that task.
- 3.2 Responsibilities of the Committee shall be to:
- .2.1 appoint a Chairman;
 - .2.2 appoint secretaries to the Sub-Committees listed in rules 21.4.3.1.1 through to 21.4.3.1.4, and a Finance Controller. The Members Forum shall be advised of the appointments at its July meeting;
 - .2.3 appoint a Licensed Meet Co-ordinator, whose duties shall be:**
 - .3.1 to process applications for the licensing of events, including the receipt of fees;
 - .3.2 to make recommendations to the Swimming Committee on the acceptance of each application;
 - .3.3 to appoint an observer for such licensed events, or parts thereof that is deemed appropriate, to ensure that the event fulfils the criteria for licensing and receive a report;
 - .3.4 to advise the Swimming Committee on all matters relating to licensed events;
 - .2.4 appoint the Competition Secretary, whose duties shall be:
 - .4.1 to process applications for all swimming events organised by the Swimming Committee;
 - .4.2 to liaise with the Coaches Sub-committee, Events Management Sub-Committee, Masters Sub-Committee and Swimming Officials Sub-Committee on competition matters;
 - .2.5 appoint a representative to the Development Committee;
 - .2.6 advise and make recommendations to the Board on all matters relating to its own discipline;
 - .2.7 work with the Regional Management Board to develop an annual development plan for their discipline;
 - .2.8 ensure the agreed Regional Plan is implemented within agreed budget;
 - .2.9 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;

- .2.10 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;
- .2.11 select swimming teams and appoint team staff to represent the Region as required;
- .2.12 advise the Board on all matters relating to swimming and submit recommendations for improving standards of swimming;
- .2.13 convene meetings not exceeding three per annum;
- .2.14 submit to the Board nominations for the ASA Technical Swimming Committee;
- .2.15 assist ASA staff in the arrangements for carrying out ASA Championships and other similar events when allocated to the Region;

4 Management Working Group (MWG):

- .4.1 shall consist of the Standing Committee Secretary, Swimming Competition Secretary, CC Secretary, EMC Secretary, SOC Secretary and the Swimming Financial Controller. Three are needed to form a quorum.
- .4.2 The MWG will oversee the day to day running of the swimming programme in line with agreed policies.

5 Coaches Sub-Committee (CC):

- 5.1 Shall advise and make recommendations to the swimming committee and shall consist of:
 - .1.1 the Head Coach from each of the networks. In the event that person is unable to attend another coach from within that network to be appointed by that network;
 - .1.2 The Head Coach of stand-alone clubs with a minimum of 10 individual swimmers who have achieved a National Qualification Time in the current year;
 - .1.3 the Talent Officer;
 - .1.4 the swimming committee secretary;
 - .1.5 the swimming competition secretary;
 - .1.6 the Workforce Officer;
- 5.2 The committee has the authority to co-opt a specialist, without power to vote, to advise on a specific task.
- 5.3 Five are needed to form a quorum.

5.4 The duties of the Committee shall be to:

- .4.1 appoint a chairman from its members;
- .4.2 to deal with talent development;
- .4.3 provide and encourage a chain of information throughout the region via their networks;
- .4.4 provide direction in the field of coaching;
- .4.5 actively encourage the development of and create greater opportunities for coaches;
- .4.6 conduct authorised seminars and conferences;
- .4.7 convene meetings not exceeding four per annum.

6 Events Management Sub-Committee (EMC):

6.1 shall consist of: EMC Secretary, Standing Committee Secretary, Swimming Competition Secretary, Swimming Finance Controller and three persons, appointed by the Swimming Committee. Three are needed to form a quorum.

6.2 The Sub-Committee has authority to co-opt any specialist without power to vote, to advise on a specific task(s) for the duration of that task.

6.3 The duties of the Committee shall be to:

- .3.1 appoint a chairman from its members;
- .3.2 oversee the promotion and presentation of Regional swimming championships and competitions;
- .3.3 form the basis of a 'National Event' Committee for any ASA championship or national/international competition held within the Region;
- .3.4 convene meetings not exceeding two per annum unless approved by the Swimming Committee.

7 Masters Sub-Committee (MC):

7.1 shall consist of one specialist member appointed by each County together with the MC Secretary and the Swimming Competition Secretary. Four are needed to form a quorum.

7.2 The Committee has authority to co-opt any specialist, without power to vote, to advise on any specific task.

7.3 The duties of the Committee shall be to:

- .3.1 appoint a Chairman from its members;

- .3.2 advise the Swimming Committee on all matters relating to Masters swimming and submit recommendations for improving the standard of Masters swimming;
- .3.3 convene meetings not exceeding two per annum unless approved by the Swimming Committee.

8 Swimming Officials Sub-Committee (SOC):

- 8.1 shall consist of one specialist member appointed by each County who should be a practising ASA qualified swimming technical official. The Examinations Organiser, the SOC Secretary, Standing Committee Secretary, the Swimming Competition Secretary and one Regional based representative from the Combined Services. The Combined Services representative will attend at his own expense. Five are needed to form a quorum.
- 8.2 The Committee has authority to co-opt any specialist, without power to vote, to advise on a specific task.
- 8.3 The duties of the Committee shall be to:
 - .3.1 appoint a Chairman from its members;
 - .3.2 advise all concerned on matters relating to technical officials;
 - .3.3 encourage the development and increase opportunities for technical officials;
 - .3.4 make recommendations to improve the standard and qualifications of technical officials;
 - .3.5 maintain the Regional list of ASA Registered technical officials;
 - .3.6 conduct courses and seminars for swimming technical officials;
 - .3.7 organise the ASA Swimming Officials examinations in the Region;
 - .3.8 make recommendations for the appointment of Regional swimming officials to national/international events or provide lists as requested;
 - .3.9 appoint technical officials to Regional events;
 - .3.10 appoint, from nominations received, the ASA Officials Examinations Organiser, whose duties shall be to:
 - .10.1 represent the Region on the ASA Swimming Officials Sub-Committee;
 - .10.2 prepare and deal with the examination of candidates wishing to sit the ASA Swimming Officials examinations.

Competition General Conditions

- 1 All Championships and Age Group Competitions shall be competed for annually under ASA Laws and ASA Technical Rules at venues and dates approved by the ASA South West Regional Board.
- 2 All competitions shall be open to those:-
 - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
 - .2 or who have a birth qualification;
 - .3 or in the case of members of HM Forces whose unit is affiliated under ASA Laws it is sufficient for the competitor to be on the books;
 - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
 - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.
- 3 Provided the swimmer holds the longest unbroken membership of an ASA South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by ASA Laws.
- 5 Each entry shall be made on the official entry form which together with the entry fee, must reach the appropriate discipline competition secretary 28 days before the date fixed for the event, with the exception of diving which shall be 14 days and Open Water where entry fees must be sent to the Open Water Secretary by the date shown on the entry form.
- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with ASA Laws.
- 7 All protests as to the eligibility of competitors shall be decided by ASA Laws.
- 8 Trophies:**
 - .1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy Controller that it shall be returned in good condition.**

.2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition. A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.

9 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by ASA Judicial Laws.

10 Multi Discipline Entry

- .1 Individuals forming the teams entering the ASA South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering the ASA South West Water Polo Championships must have been members of the club entering them prior to 1st February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for the ASA South West Swimming Championships may be entered by another club for the ASA South West Water Polo Championships of the ASA South West Diving Championships or the ASA South West Synchronised Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.
 - .2 A competitor entering in the name of one club for any ASA South West Region Diving, Synchronised swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.
 - .3 A competitor entering in the name of one club in any ASA South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.
11. Any matter not provided for shall be determined by the Board.

SWIMMING CONDITIONS - INDIVIDUAL EVENTS

- 1 Venues for the following year shall be fixed by the 1st September.
- 2 The course shall be 25 or 50 metres
- 3 Qualifying Times must have been achieved in Licensed Meets in the period allocated by the ASA Swimming Committee.
- 4 For all Youth Championships, Age Group Championships and Relays age shall be in line with National policy. Age groupings shall be decided by the Swimming Committee in line with National principles.

5 Finals

- .1 The Swimming Committee shall decide which events have finals.
 - .2 The organising committee shall decide, and publish with entries received file, if a withdrawal system shall operate for the heats and finals. A failure to comply will result in a £10.00 fine for heats and £25.00 for finals. After this the club will be fined.
 - .3 Where the fines are not paid the swimmer shall not be eligible to enter future ASA SWR swimming events.
- 6 All heats shall be swum with the slowest swimmer in the first heat.

7 Withdrawal Refunds

- .1 Withdrawal before programme printed – full refund**
- .2 Withdrawal from all events before 8.00pm on evening prior to whole competition – 75% of fees.**
- .3 No refund for withdrawal from single events. All refunds given as credits to clubs

WINTER /SHORT COURSE CHAMPIONSHIPS

- 1 A senior Champion shall be declared in all events.
- 2 A Junior Champion shall be declared in all events - the Junior Champion shall be the best placed Junior in the final or failing a Junior in the final the Junior returning the fastest time in the heats.
- 3 To qualify for Junior Championships, the date of birth must be certified on the Official Entry Form and all competitors must be under the age of 16 years on the last day of competition.

AWARDS

- 1 Awards shall be made for First, Second and Third places in Senior and Junior Championships and Age Group Competitions. The Awards shall be approved by the Board.
- 2 Medals will only be available for collection at the competition concerned.

TEAM EVENTS

- 1 A list of team members from whom the team will be selected, with certified dates of birth must be submitted in advance.
- 3 Any team swimming an ineligible member shall be disqualified.
- 4 Each competing Club may enter more than one team in each event.
- 5 Awards shall be made for First, Second and Third place in all relays.
- 6 All events shall be swum in heats from nominated entry times.

CLUB TEAM CHAMPIONSHIP FOR NATIONAL QUALIFICATION

- 1 These events shall be freestyle and medley 4 x 100m and freestyle 4 x 200m. Entry times for these distances must accompany the entry and shall be heat declared winners.
- 2 Age restrictions for National Championships shall apply.

AGE GROUP FREESTYLE AND MEDLEY SHORT COURSE TEAM COMPETITIONS

- 1 These events shall be 4 x 50 metres for male, female and mixed teams (2 each sex) and entry times for this distance must accompany the entry.
- 2 Age Groups shall be: 9/10years, 11/12years, 13/14years and 15yrs & over
- 3 All clubs will have one team accepted in each event. If they wish to make more than one entry they may do so but a maximum of 32 heats will be held in each session and additional entries will be accepted by random draw. Results will be heat declared winners.

SPRINT COMPETITION / FAST 5 COMPETITION

- 1 **Open to all swimmers who have entered an ASA SW Region Age Group, Youth or Championships since the previous October.**
- 2 **Swimmers who have achieved ASA National qualification are not eligible to compete.**
- 3 **Swimmers to enter all five events**
- 4 **Results and awards to be decided on FINA points gained in all 5 events to the top three in each Age group.**
- 5 **Single age bands as for Regional Youth and Age Group competitions.**

MASTERS COMPETITION CONDITIONS

- 1 **The competition shall be held annually when and where at the discretion of the committee depending upon viability.**
- 2 **All competitors shall be ASA registered and members of clubs affiliated to ASA.**
- 3 **The age of the competitor shall be that attained in the year of competition. All competitors must be aged 25 years or over by midnight on 31 December in the year of competition save for competitors in Senior Group who must be aged 18 years or over on the date of competing.**
- 4 **Entries shall be made to the Swimming Competition Secretary by the date set.**

5 The Age Groups shall be: - Senior 18-24 years, then in 5 year age bands from 25-29 as required to accommodate all competitors

6 The age-bandings for results, shall be those of the ASA National Masters Championships.

7 All events shall be swam in combined age groups and seeded heats, starting with the slowest, and shall be heat declared winners.

8 Medals shall be awarded at the discretion of the organising committee.

Decathlon Event

Shall be open to both men and women.

The results shall be taken from the National competition results for members shown as members of an ASA South West club.

Competitors may only win the competition once in each age group.

Distance Events

- 1 The Sprint Conditions shall apply but the events are;
 - .1 400m Freestyle, 200m Breaststroke, Backstroke, Butterfly, Individual Medley and Freestyle.
 - .2 There shall also be a 1500m Freestyle event at a separate venue.

Sprint Events

- 1 50m all strokes, 100m all strokes, 100m Individual Medley.
- 2 200m Freestyle Relays, Mixed – 120years and 180years and over, total ages.
- 3 200m Freestyle Relays, 120years and 180years and over, total ages.
- 4 200m Medley Relays.

Middle Distance Events for Men and Ladies

- 1 400m Freestyle, 200m Breaststroke, Butterfly, Backstroke, Individual Medley and Freestyle.

Long Distance

- 1 1500m for Men and Ladies

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115516	Maurice	Cleaver	Malmesbury Marlins	01666 822267	maurice@71bristol.freereserve.co.uk	J2	
467913	Caroline	Cornford	Swindon	1793824 025	caroline_cornford@02.co.uk	J2	
358931	Jayne	Croston	Royal Wootton Bassett	01793 845761	jayne.swim1@gmail.com	J1	
4139	Daniel	Crowley	Wroughton	7821769 121	dan.james.crowley@hotmail.co.uk	J1	
754058	Peter	Crudgington	Trowbridge	1225722 316	pete.crudgington@gmail.com	J2	
536153	Richard	Dabbs	Swindon Dolphin	01793 322824	rdabbs54@msn.com	J2	
775613	John	Davidson	Royal Wootton Bassett	1793770 277	jandcj@virginmedia.com	J2	
454558	Lee	Davies	Trowbridge	01761 411926	lee.m.davies@sky.com	J1	
844448	Robert	Davies	Tigersharks	01793 692236	rob@davies.name	J1	
867453	Gareth	Davies	Marlborough Penguins	01488 648276	grdavies@btconnect.com	J2	
765572	Terence	Davies	Swindon Dolphin	01793 726755	terencepdavies@ntlworld.com	J1	

819023	Michael	Demetri	Salisbury Stingrays	1722502 699	mike.demetri@ntlworld.com	J1	
387537	Margaret	Dorsman	Bradford-On-Avon	863097	maggiedorsman@tiscali.co.uk	J1	
883515	Greg	Durrant	Tigersharks	1249819 639	ahi@fsmail.net	J1	
20820	Martin	Edmundson	Corsham	01249 714372	medmundson@vetlogic.com	J2S	
219113	Belinda	Esdale		01380 871288	bee.esdaile@sky.com	J2S	
18642	Richard	Evans	Wroughton	01249 816587	dick.evans33@btinternet.com	J2	
216588	Rebecca	Finn	Trowbridge	01225 754492	bex.finn@hotmail.com	J1	
200467	Dean	Fouracre	Swindon Dolphin	01793 339896	dean_fouracre@hotmail.com	J1	
13653	Gary	French	Tigersharks	01793 878514		R/S	
390955	Manuel	Gardo	Swindon Dolphin	1773451 615	m.j.gardo@btinternet.com	J1	
126897	Michael	Greenan	Trowbridge	01225 760354	mg007e4588@blueyonder.co.uk	J2S	
245320	Luke	Greenslade	Salisbury Stingrays	01722 556258	lagsal@virginmedia.com	J1	
687753	Darren	Hall	Chippenham	1249461 382	darrenhall@live.co.uk	J1	
218041	Paul	Harnden	Trowbridge	01373 830038	pch@harnden.plus.com	J2	
310461	Andrew	Harris	Swindon Dolphin	01793 493210	andy.joharris@btinternet.com	J2	
892778	Kypros	Harrison	Trowbridge	1225759 410	kyprosharrison@me.com	J2	
802193	Karen	Heal	Marlborough Penguins	1793731 996	karenheal@btinternet.com	J1	
22227	Stephen	Herbert	Swindon Dolphin	01793 529253	sherbert42@fsmail.net	J1	
140206	Clive	Hill	Trowbridge	01380 870984	sarahjanehill@supanet.com	J2S	
723209	Robert	Hunter	Royal Wootton Bassett	01793 850165	bob.hunter@alcatel-lucent.com	J2	
342365	Ruth	Jennings	Swindon Dolphin	01793 692540	jennings-ruth@yahoo.co.uk	J1	
62982	Andrew	Johnstone	Tigersharks	01793 829361	jounnos1964@gmail.com	R/S	
375712	David	Jones	Wroughton	1793823 493	jones_david17@sky.com	R/S	Dis
725979	Julie	King	Warminster & District	7725052 918	m.j.king@talk21.com	J2	
1122305	Theresa	Kirby	Marlborough Penguins	1980630 406	jtandk@btinternet.com	J1	
543054	Sharon	Kirwan	Pewsey & Tidworth	01264 398228	sharon.kirwan@ntlworld.com	J1	
62988	Keith	Langan	Salisbury Stingrays	01722 336997	keithlangan1@live.com	J2	
777250	Clive	Letchford	Trowbridge	07980 798133	clive@spectrum-ltd.co.uk	J1	
13546	Glenys	Lock	Swindon Dolphin	01793 828137	postmaster@lockg.plus.com	J2S	Dis
730159	Mark	Luffman	Tigersharks	7773354 973	mark.luffman@ntlworld.com	J1	
847925	Zahid	Mahmood	Corsham A.S.C.	01225 705330	Zahid.h.mahmood@gmail.com	J2	
803157	David	Matthews	Trowbridge	01791 452464	david@dmattthews35.orangehome.co.uk	J2	
287526	Elizabeth	Matthews	Swindon Dolphin	01793 821658	liz.shاون@talktalk.net	J2	

792477	Stephen	Miller	Chippenham	01249 652973	hugemillerfamily@aol.com	J2	
53498	Richard	Moorhouse	Swindon Dolphin	01793 336828	family.moorhouse@ntlworld.com	R/S	Dis
75430	Louise	Moorhouse	Swindon Dolphin	01793 336828	louise.membership@ntlworld.com	R/S	Dis
186553	Rachel	Moorhouse	Swindon Dolphin	7748973 997	rach.moorhouse1@ntlworld.com	J2S	Dis
157215	Martyn	Neale	Salisbury Stingrays	01722 321274	neale931@ntlworld.com	J2	
11946	Patrick	O'Callaghan	Durrington Otters	01980 623091	pat.oc@btinternet.com	R/S	
933959	Josephine	Painter	Tigersharks	1793739 107	jo.painter@yahoo.co.uk	J1	
944780	Jennifer	Poole	Tigersharks	7891031 175	jen_poole@yahoo.co.uk	J1	
171252	Nigel	Reckless	Bradford- On-Avon	01225 867477	nigel.reckless@btinternet.com	J2S	
13011	Graham	Reeve	Tigersharks	01793 433972	gr@rationalfinance.co.uk	R/S	
140515	Andrew	Ryczanowski	Tigersharks	01793 827296	andrewryczanowski@tiscali.co.uk	R/S	
819845	Adrian	Sharman	Trowbridge	1380723 024	adrian.sharman@yahoo.co.uk	J1	
819013	Sharon	Southon	Salisbury Stingrays	01722 335411	sharon.saunders@marketing-etal.co.	J1	
512498	Michelle	Stephens	Swindon	1798825 447	mstephen@tycoelectronics.com	J2	
13581	Anthony	Stratford	Swindon Dolphin	01793 723698	tony.stratford@btinternet.com	J2S	
793234	Lee	Stubbs	Trowbridge	07835 849684	karrenstubbs@blueyonder.co.uk	J2	
195068	Christopher	Tubey	Chippenham	01249 658325	c_j_t@techie.com	J2	
912723	John	Tucker	Chippenham	1249656 898	karentucker@sky.com	J1	
271143	Mark	Venning	Warminster & District	0771 1491838	venning426@btinternet.com	R/S	
24553	Fenella	Walker	Salisbury Stingrays	01722 710684	nell@htcl.freereserve.co.uk	J2	
742076	Andrew	Walters	Wroughton	1793322 283	andy.walters66@googlemail.com	J1	
171380	Michael	Wareham	Bradford- On-Avon	722448	mike@mikewarren.fsnet.co.uk	J2S	
57607	David	Wookey	Durrington Otters	01980 625018	david.wookey@ntlworld.com	J2S	
231965	Adam	Wookey	Durrington Otters	01980 625018	adam.wookey@ntlworld.com	J1	
875120	Anthony	Wright	Chippenham	1249443 684	ajwright67@yahoo.co.uk	J1	
691	Sandra	Yeoman	Wroughton	01793 643760	sandra.yeoman1@btinternet.com	R	

FINA and PRE-FINA OFFICIALS

SWIMMING

B. BATLEY(s), R. MOORHOUSE (s)

2013 Individual Swimming Champions (SC)

Male	Senior			Junior		
Event	Winner	Club	Time	Winner	Club	Time

50m	Free	B Proud	Ply Lea	21.85	T Fannon	Ply Lea	24.41
100m	Free	B Proud	Ply Lea	48.30	G Epsly	Ply Lea	54.43
200m	Free	J Smith	Ply Lea	1:50.65	G Epsly	Ply Lea	1:56.28
400m	Free	R Worth	Ply Lea	3:59.87	B Williams	Millfield	4:05.75
1500m	Free	R Worth	Ply Lea	15:56.13	J Young	Swim Bth	17:36.45
50m	Back	H Bayusuf	Ply Lea	26.73	T Gabb	Millfield	26.94
100m	Back	W Harrison	Bath Uni	55.59	T Gabb	Millfield	59.22
200m	Back	W Harrison	Bath Uni	2:00.78	B Williams	Millfield	2:04.05
50m	Breast	H Ackland	Ply Lea	28.74	J Warmsley	Exety City	31.63
100m	Breast	R Holderness	Millfield	1:00.08	J Warmsley	Exety City	1:08.74
200m	Breast	R Holderness	Millfield	2:13.02	J Greenow	Taunt Dne	2:26.29
50m	'fly	B Proud	Ply Lea	23.30	T Fannon	Ply Lea	26.54
100m	'fly	A James	Ply Lea	52.13	G Epsly	Ply Lea	58.97
200m	'fly	D Jones	Ply Lea	2:02.80	G Epsly	Ply Lea	2:07.42
200m	IM	W Harrison	Bath Uni	2:06.15	J Greenow	Taunt Dne	2:09.09
400m	IM	J Hulme	Ply Lea	4:30.80	J Greenow	Taunt Dne	4:34.31

2013 Individual Swimming Champions (SC)

Female		Senior			Junior		
Event		Winner	Club	Time	Winner	Club	Time
50m	Free	J Meynen	Ply Lea	25.23	R Wilde	Taunt Dne	26.98
100m	Free	R Meilutyte	Ply Lea	54.18	R Wilde	Taunt Dne	58.37
200m	Free	S Lee	Ply Lea	1:58.81	R Wilde	Taunt Dne	2:02.50
400m	Free	J Scerbinskaite	Ply Lea	4:12.9	B Newton	Taunt Dne	4:25.81
800m	Free	J Scerbinskaite	Ply Lea	8:43.50	J Moroney	W.S Mare	9:19.24
50m	Back	R Meilutyte	Ply Lea	28.36	R Wilde	Taunt Dne	29.70

100m	Back	P Lenderyou	Ply Lea	1:00.40	R Wilde	Taunt Dne	1:03.25
200m	Back	S Reynolds P Lenderyou	Kelly Co Ply Lea	2:09.83 2:09.83	E Cutler	Kelly Coll	2:16.49
50m	Breast	M Furneaux	Kelly Coll	32.88	L Lavallin	Taunt Dne	33.06
100m	Breast	A Parsons	Ply Lea	1:11.46	E Cain	Millfield	1:11.62
200m	Breast	A Parsons	Ply Lea	2:32.89	L Seaward	Millfield	2:37.89
50m	'fly	R Meilutyte	Ply Lea	26.91	R Wilde	Taunt Dne	28.96
100m	'fly	C Atkinson	Ply Lea	1:00.57	C Barrow	Kelly Coll	1:02.26
200m	'fly	C Atkinson	Ply Lea	2:11.95	C Barrow	Kelly Coll	2:17.04
200m	IM	C Atkinson	Ply Lea	2:15.68	E Cain	Millfield	2:25.39
400m	IM	C Atkinson	Ply Lea	4:48.74	E Graham	Ply Lea	5:03.73

2013 Youth Champions (LC)

15 yrs		Boys			Girls		
Event		Winner	Club	Time	Winner	Club	Time
50m	Free	W Amey	Newton Abb	25.27	R Wilde	Taunt Dean	27.77
100m	Free	C Kurle	Millfield	54.39	R Wilde	Taunt Dean	59.32
200m	Free	C Kurle	Millfield	1:58.05	M Bowen	Ply Lea	2:08.18
400m	Free	C Kurle	Millfield	4:07.98	M Bowen	Ply Lea	4:35.15
800m	Free				L Pearce	C of Bristol	9:30.33
1500m	Free	A Chanter-Mayne	Gloucester	17:04.58			
50m	Back	T Gabb	Millfield	28.97	R Wilde	Taunt Dean	30.89
100m	Back	J Wilson	Ply Lea	1:01.16	D Baker	Ply Lea	1:06.16
200m	Back	C Kurle	Millfield	2:11.24	D Baker	Ply Lea	2:21.55
50m	Breast	C Attwood	Taunt Dean	30.20	B Aitchison	Brnmth Col	33.62
100m	Breast	C Attwood	Taunt Dean	1:04.77	B Aitchison	Brnmth Col	1:13.06
200m	Breast	C Attwood	Taunt Dean	2:23.53	B Aitchison	Brnmth Col	2:36.18
50m	'fly	C Haynes	Truro City	27.14	R Sheppard	Tewkesbury	29.66
100m	'fly	M Umnov	Ply Lea	59.21	D Whiting	Aquae Sulis	1:05.37
200m	'fly	E Walsh	Sevenside	2:15.54	L Reynolds	Ply Lea	2:27.39
200m	IM	M Umnov	Ply Lea	2:15.11	D Whiting	Aquae Sulis	2:21.91
400m	IM	C Connell	Ply Lea	4:53.72	D Whiting	Aquae Sulis	5:01.52

2013 Youth Champions (LC)

16 yrs		Boys			Girls		
Event		Winner	Club	Time	Winner	Club	Time
50m	Free	M Bray	C of Brist	24.28	R Meilutyte	Ply Lea	26.14
100m	Free	M Bray	C of Brist	54.36	R Meilutyte	Ply Lea	56.00
200m	Free	T Smith	Aquae Sul	2:00.84	R Meilutyte	Ply Lea	2:03.75
400m	Free	R Cole	TaunDea	4:17.75	C Hill	Ply Lea	4:30.88
800m	Free				C Hill	Ply Lea	9:18.20
1500m	Free	R Cole	TaunDea	16:42.99			
50m	Back	G Firth	Cirecest	29.67	R Meilutyte	Ply Lea	29.54
100m	Back	L Gautier	Kingsbge	1:02.27	R Meilutyte	Ply Lea	1:02.86
200m	Back	L Gautier	Kingsbge	2:16.33	H Sarikaya	Ply Lea	2:19.36
50m	Breast	J Burton	Ply Lea	30.08	A Price	Gloucester	35.49
100m	Breast	J Burton	Ply Lea	1:06.32	R Meilutyte	Ply Lea	1:08.93
200m	Breast	J Burton	Ply Lea	2:25.81	A Price	Gloucester	2:44.85
50m	'fly	M Bray	C of Brist	26.02	R Meilutyte	Ply Lea	28.30
100m	'fly	C Munden	Glouc	58.77	K Manning	Taun Dean	1:05.23
200m	'fly	M Forstenhae	Ply Lea	2:13.61	K Manning	Taun Dean	2:23.60
200m	IM	M Forstenhae	Ply Lea	2:14.32	K Manning A Price	Taun Dean Gloucester	2:27.54 2:27.54
400m	IM	J Edwards	Aquae Sul	4:53.40	K Manning	Taun Dean	5:12.98

2013 Youth Champions (LC)

17yrs & Over		Boys			Girls		
Event		Winner	Club	Time	Winner	Club	Time
50m	Free	B Proud	Ply Lea	23.22	G Vertigans	Ply Lea	26.69
100m	Free	J Guy	Millfield	52.20	G Vertigans	Ply Lea	26.69
200m	Free	J Patching	Ply Lea	1:54.63	E Biava	Ply Lea	2:05.23
400m	Free	J Knight	Millfield	4:02.43	E Biava	Ply Lea	4:27.23
800m	Free				S Tadd	Bath Uni	9:00.46
1500m	Free	J Knight	Millfield	16:00.35			
50m	Back	J Edmonds	Sevenside	27.87	G Vertigans	Ply Lea	30.18
100m	Back	J Patching	Ply Lea	57.68	G Vertigans	Ply Lea	1:04.41
200m	Back	J Patching	Ply Lea	2:02.98	S Reynolds	Kelly Coll	2:18.39
50m	Breast	H Ackland	Ply Lea	29.78	M Furneaux	Kelly Coll	33.65
100m	Breast	D Embling	Cinderford	1:06.40	M Furneaux	Kelly Coll	1:12.54
200m	Breast	R Holderness	Millfield	2:15.07	S Tadd	Bath Uni	2:30.45
50m	'fly	B Proud	Ply Lea	24.43	G Vertigans	Ply Lea	28.31
100m	'fly	D Jones	Ply Lea	56.40	G Vertigans	Ply Lea	1:02.64
200m	'fly	J Patching	Ply Lea	2:05.52	E Gullick	Taun Dean	2:23.13
200m	IM	J Patching	Ply Lea	2:06.66	S Tadd	Bath Uni	2:17.90
400m	IM	W Harrison	Soundwell	4:46.28	K De Courcy	St Austell	5:09.03

2013 LC Male Relay Teams

	400m Free		800 Free		400 Medley	
Age	Club	Time	Club	Time	Club	Time
15/18	Ply Leander	3:32.37	Millfield	7:43.23	Millfield	3:55.36
11/14	Millfield	3:48.79	Ply Leander	8:24.63	Taunton Deane	4:14.84

2013 LC Ladies Relay Teams

	400m Free		800 Free		400 Medley	
Age	Club	Time	Club	Time	Club	Time
15/18	Ply Leander	3:52.22	Ply Leander	8:30.82	Ply Leander	4:15.08
11/14	Taunton Deane	4:05.10	Kelly College	8:55.56	Taunton Deane	4:26.63

2013 SC Sprints

	Male			Female		
Age	Name	Club	Points	Name	Club	Points
10/11yrs	J Woodruff	Soundwell	1530	L Smith	Utd Bristol	1982
12yrs	J Ludlam	Brad on Avon	1549	M Hall	Gloucester	2182
13yrs	C Coulthard	St Ives Bay	1922	I McNab	Aquae Sulis	2506
14yrs	J Parker	Soundwell	2179	J Shaw	Southwold	2794
15yrs	W Amey	Newton Abbot	2469	J Grace	Kingsbridge	2446
16yrs	G Firth	Cirencester	2383	A Buttle	West Dorset	2279
17 & Over	J Edmonds	Severnside	2610	S Lake	City of Bristol	2430

2013 Age Groups (LC)

10 /11yrs	Boys				Girls		
Event	Winner	Club	Time	Winner	Club	Time	
100m	Free	E Maddocks	Glos	1:03.66	L McNab	Aq Sulis	1:03.28
200m	Free	A Davies	Ply Lea	2:16.32	L McNab	Aq Sulis	2:17.15
400m	Free	E Maddocks	Glos	4:51.01	L McNab	Aq Sulis	4:50.07
100m	Back	A Davies	Ply Lea	1:13.68	R Anderson	W.S.Mare	1:11.53
200m	Back	M Angrove	Taunt Dne	2:34.45	R Anderson	W.S.Mare	2:35.16
100m	Breast	B Clarke	Keynsham	1:24.90	R Forbes	Glos	1:26.51
200m	Breast	F Trehane	Swim Bth	2:59.49	R Forbes	Glos	3:04.35
100m	'fly	M Angrove	Taunt Dne	1:13.91	L McNab	Aq Sulis	1:09.28
200m	'fly	A Sargeant	Millfield	2:53.83	L McNab	Aq Sulis	2:35.21
200m	IM	M Angrove	Taunt Dne	2:37.56	L McNab	Aq Sulis	2:35.58
400m	IM	E Maddocks	Glos	5:43.18	R Anderson	W.S.Mare	5:36.31

2013 Age Groups (LC)

12 yrs		Boys			Girls		
Event		Winner	Club	Time	Winner	Club	Time
100m	Free	J Peters	Poole	1:02.28	R Caddy	Penzance	1:00.93
200m	Free	C Tai	Bou Coll	2:13.74	R Caddy	Penzance	2:13.84
400m	Free	C Tai	Bourn Coll	4:46.81	R Caddy	Penzance	4:39.27
800m	Free				R Caddy	Penzance	9:44.54
1500m	Free	E Austin	Aq Sulis	18:59.16			
100m	Back	J Peters	Poole	1:08.08	T Drew	Ply Lea	1:07.68
200m	Back	J Peters	Poole	2:27.29	T Drew	Ply Lea	2:26.11
100m	Breast	S Fenwick	Salisbury	1:21.09	J Carroll	Taun Dea	1:19.96
200m	Breast	S Fenwick	Salisbury	2:53.10	A Gallagher	Taun Dea	2:53.40
100m	'fly	C Tai	Bourn Coll	1:07.18	T Drew	Ply Lea	1:09.70
200m	'fly	S Villalon	Millfield	2:28.89	Z Rolls	Millfield	2:39.03
200m	IM	C Tai	Bourn Coll	2:31.55	T Drew	Ply Lea	2:31.65
400m	IM	C Tai	Bourn Coll	5:20.44	R Caddy	Penzance	5:27.61

2013 Age Groups (LC)

13 yrs		Boys			Girls		
Event		Winner	Club	Time	Winner	Club	Time
100m	Free	O Manser	Millfield	58.42	E Yap	Taunt Dean	1:00.81
200m	Free	E Lee	Ply Lea	2:05.77	E England	Ply Lea	2:13.46
400m	Free	E Lee	Ply Lea	4:25.24	L Brain	S Brnmouth	4:34.40
800m	Free				L Brain	S Brnmouth	9:32.19
1500m	Free	M Collins	S Brnmouth	17:50.67			
100m	Back	M Munden	Gloucester	1:05.03	K Parker	Taunt Dean	1:08.00
200m	Back	M Munden	Gloucester	2:19.26	H Perfect	Seagulls SW	2:24.02
100m	Breast	B Lawton	Aquae Sulis	1:22.50	M Peters	St Ives Bay	1:17.47
200m	Breast	B Lawton	Aquae Sulis	2:37.69	E Cain	Millfield	2:40.39
100m	'fly	B Staig	Kelly College	1:03.57	E Cain	Millfield	1:05.74
200m	'fly	A Seymour	Gloucester	2:17.69	K Parker	Taunt Dean	2:27.81
200m	IM	B Lawton	Aquae Sulis	2:22.09	K Parker	Taunt Dean	2:28.12
400m	IM	B Lawton	Aquae Sulis	5:03.17	K Parker	Taunt Dean	5:09.18

2013 Age Groups (LC)

14 yrs		Boys			Girls		
Event		Winner	Club	Time	Winner	Club	Time
100m	Free	W Cole	Soundwell	54.44	S Hall	Gloucester	59.59
200m	Free	G Epsly	Ply Lea	2:00.28	S Hall	Gloucester	2:06.86
400m	Free	W Cole	Soundwell	4:13.63	S Hall	Gloucester	4:26.80
800m	Free				S Hall	Gloucester	9:10.04
1500m	Free	N Foley	Ply Lea	17:32.12			
100m	Back	H Chesterman	Millfield	1:01.86	G Ardren	Taunt Dean	1:06.72
200m	Back	B Williams	Taunt Dean	2:12.02	G Ardren	Taunt Dean	2:21.74
100m	Breast	N Glasson	Ply Lea	1:10.18	L Davies	Taunt Dean	1:16.40
200m	Breast	N Glasson	Ply Lea	2:34.56	L Davies	Taunt Dean	2:46.26
100m	'fly	G Epsly	Ply Lea	59.37	C Barrow	Kelly Coll	1:03.66
200m	'fly	G Epsly	Ply Lea	2:12.11	C Barrow	Kelly Coll	2:22.45
200m	IM	J Greenow	Taunt Dean	2:16.15	L Davies	Taunt Dean	2:26.90
400m	IM	B Williams	Taunt Dean	4:47.41	L Davies	Taunt Dean	5:08.01

2013 Age Group Teams

Age	Boys				Girls			
	200 Free		200m Medley		200 Free		200 Medley	
	Club	Time	Club	Time	Club	Time	Club	Time
9/10yrs	Ply Lea	2:16.69	Ply Lea	2:34.95	Ex Cty	2:18.43	Penzance	2:42.54
11/12yrs	Ply Lea	1:59.99	Ply Lea	2:15.10	W S mare	2:00.98	Brad on Av	2:16.42
13/14yrs	Ex Cty	1:46.89	Ex Cty	2:00.72	W S mare	1:54.37	Exeter Cty	2:05.65
15 & Over	Sthwold	1:41.84	Sthwold	1:51.88	Brad on Av	1:57.13	Brad on Av	2:06.41

2013 Bagcats

Age	Male			Female		
	Name	Club	Points	Name	Club	Points
10/11yrs	E Maddocks	Gloucester	1503	R Anderson	Weston S Mare	2126
12yrs	C Tai	Bournemouth Col	1695	R Caddy	Penzance	2334
13yrs	B Lawton	Aquae Sulis	2119	K Parker	Taunton Deane	2422
14yrs	G Epsly	Plymouth Lea	2332	E Cutler	Kelly College	2574

SECTION 13

SYNCHRONISED SWIMMING SECTION

SYNCHRONISED SWIMMING COMMITTEE

The Synchronised Swimming Committee is responsible for administration and the co-ordination of synchronised swimming development across the region.

County representatives: Mrs C Merrifield, Mrs M Hooper, I Stuart, , Mrs A Bashford, Mrs J Pitfield Mrs V Banfield.

Post	Name	email address	Telephone
Secretary	Janice Waters	synchro@swimwest.org	01392 210542

The Synchronised Swimming Committee Terms of Reference

- 1 The Synchronised Swimming Committee shall consist of the Chairman, Standing Committee Secretary; one person from each County and up to two specialists appointed by the Committee against criteria set from time to time unless the Board determine otherwise; Regional Synchronised Swimming Co-ordinator, Competition Secretary and a Financial Controller.
- 2 The committee shall:
 - 2.1 appoint a chairman;
 - 2.2 appoint a representative to the Development Committee;
 - 2.3 appoint a financial controller;
 - 2.4 appoint a competition secretary/organiser
 - 2.5 advise and make recommendations to the Board on all matters relating to its own discipline;
 - 2.6 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline;
 - 2.7 ensure the agreed Regional Plan is implemented within agreed budget;
 - 2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;
 - 2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;

- 2.10 select teams to represent the Region;
- 2.11 recommend officials for the Regional & National List;
- 2.12 appoint officials for Regional events;
- 2.13 conduct and give advice on Regional Championships & Competitions;
- 2.14 submit to the Board nominations for the ASA Technical Committee relating to its own discipline;
- 2.15 assist ASA staff in the arrangements for carrying out ASA Championships and other similar events when allocated to the Region.

Competition General Conditions

- 1 All Championships and Age Group Competitions shall be competed for annually under ASA Laws and ASA Technical Rules at venues and dates approved by the ASA South West Regional Board.
- 2 All competitions shall be open to those:-
 - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
 - .2 or who have a birth qualification;
 - .3 or in the case of members of HM Forces whose unit is affiliated under ASA Laws it is sufficient for the competitor to be on the books;
 - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
 - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.
- 3 Provided the swimmer holds the longest unbroken membership of an ASA South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by ASA Laws.
- 5 Each entry shall be made on the official entry form which together with the entry fee, must reach the appropriate discipline competition secretary 28 days before the date fixed for the event, with the exception of diving which shall be 14 days and Open Water where entry fees must be sent to the Open Water Secretary by the date shown on the entry form.

- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with ASA Laws.
- 7 All protests as to the eligibility of competitors shall be decided by ASA Laws.

8 Trophies:

.1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy Controller that it shall be returned in good condition.

.2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition.

A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.

- 9 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by ASA Judicial Laws.

10 Multi Discipline Entry

- .1 Individuals forming the teams entering the ASA South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering the ASA South West Water Polo Championships must have been members of the club entering them prior to 1st February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for the ASA South West Swimming Championships may be entered by another club for the ASA South West Water Polo Championships of the ASA South West Diving Championships or the ASA South West Synchronised Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.
 - .2 A competitor entering in the name of one club for any ASA South West Region Diving, Synchronised swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.
 - .3 A competitor entering in the name of one club in any ASA South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.
11. Any matter not provided for shall be determined by the Board.

Regional Synchronised Swimming Conditions

1. Events shall be held under FINA, ASA Laws unless otherwise stated and licensed.
2. General Conditions for Regional events shall apply.

3. A swimmer may enter ASASW Synchronized Swimming event if she or he has taken part in a similar level of event in another Region, provided that Regions Conditions are followed.
 4. Figures and routines used and standards of entry for both events will be reviewed annually by the Synchro Standing Committee with the aims of raising standards, bearing in mind the requirements for National Events of the same level and giving competition experience to swimmers. Lists of figures for age groups can be obtained from the South West Synchro Administrator.
 5. Entry standard must be obtained by the closing date of entries in both Age Groups and Championships.
 6. Entries for both Age Groups and Championships should be sent 28 days before the Event to the competition secretary:
 7. There will be a public draw for the order of performance in the technical routine section of the Championships and the figure sections and the recreational strand routines of the Age Groups shall be random. Order of performance for the free routines in both Championships and Age Groups will be decided by the container system.
 8. Male competitors may only enter Solo event provided there are 6 male and 6 female competitors enter in the event.
 9. Information about the draw figures to be performed in the Age Groups may be obtained from the Referee or South West Synchro Administrator after the public draw has taken place 18 to 48 hours before the Competition.
- 10 Awards - The awards shall be approved by the Regional Board.
- .1 Championships – Awards will be presented for 1st, 2nd and 3rd places for Technical routine and combined Technical and Free routines for solo, duet and team for both seniors and juniors.
 - .2 Age Groups – Awards will be presented for 1st, 2nd and 3rd places in all age groups for figures, duets and team routines in the Competitive section and separate awards for 1st, 2nd and 3rd in all age groups for duet and team routines in the Recreational section.
 - .3 The Championship event is to be held not less than 3 weeks prior to the British Synchro Championships, at a suitable venue.

Event Table

Age	Skill Level Entry	Events	Times 10secs deck work +/- 15secs
9/10/11 and 12 years Competitive	Skill Level 2	Figures	
	Skill Level 2	Free Team	3 mins
	Skill Level 3	Solo	2 mins
	Skill Level 3	Duet	2 mins 30 secs
13/14 years Competitive	Skill Level 3	Figures	
	Skill Level 3	Free Team	3 mins 30s secs
	Skill Level 4	Solo	2 mins 15 secs
	Skill Level 4	Duet	2 mins 45 secs
15 – 17 years Competitive	Skill Level 4	Figures	
	Skill Level 4	Free Team	4 mins
	Skill Level 5	Solo	2 mins 30 secs
	Skill Level 5	Duet	3 mins
15 – 17 years Recreational	No skill required	Combination	3 mins 30secs
18-19 years Recreational	No skill required	Duet	3 mins
19 years & Under Recreational	No skill required	Combination	3 mins 30 secs

1 Entry Requirements for all Teams and Free Combination Competitions;

- 2 In both the competitive strand and recreational strand, clubs may enter one or more teams
 - .1 If Clubs enter more than one Free Team the first entry must have the maximum 8 (eight) competitors.
 - .2 If Clubs enter more than one Free Combination the first free combination must have the maximum of ten (10) competitors.
 - .3 Clubs may enter a competitive strand in one age group and a recreational strand in another age group or a competitive strand and a recreational strand in the same age group.
 - .4 Order of appearance for routines in the competitive strand will be by container draw and routines for the recreational strand will be by random draw
 - .5 A team shall consist of not less than four (4) nor more than eight (8) for free routines and not less than four (4) nor more than ten (10) for combinations Closing date will be 28 days prior to the competition.
 - .6 Competitors must be Category 2 registered swimmers of the ASA for the competitive strand and may be Category 1 for Recreational providing they are Skill Level 2 or less.
- 3 Skill Level 3 competitors must be Category 2 registered swimming.
- 4 Competitors in duet and free combination must be members of the same club

5 Entry Qualifications for the Recreational Strand

- .1 The Age Groups shall be as outlined below
- .2 Age as at midnight on the 31 December in the year of competition
- .3 Recreational duet (18/19 years) and swim in one team only.
- .4 No skill entry is required
- .5 Recreational - free combinations may consist of competitive swimmers, up to 50% of your total number - 9/10/11/ 12 years skill 2 and above, 13/14 skill 3 and above, 15/17 skill 4 and above.
- .6 19 & under free combination may consist of up to 50% of competitive swimmers (9/10/11/
- .7 12 years skill 2 and above, 13/14 skill 3 and above, 15/16/17 skill 4 and above. 18/19 skill 5) no more than three (3) who hold skill level 5 or 4 will be eligible to
- .8 Artistic Impression only will be judged

SYNCHRONISED SWIMMING OFFICIALS

Ref. Referee; S. Scorer; S. club scorer; G. General Judge

County	Qual	Name	Email	Telephone
Cornwall	S	Mrs C.MERRIFIELD		01726 64606
Devon	S	Mrs T.BRYANT		01392 662024
	Ref G	Mrs M.HOOPER		01404 822029
	G	Miss S.HOOPER		07967 633473
	G	Mrs E.SEWARD		01363 773307
Dorset	G	Mrs J.WATERS		
	G	Mrs V.BANFIELD		01202 881296
	S	Mr C.ROACH		01202 484952
	G	Mrs C.THOMPSON		07929 847555
Gloucestershire	G	Miss G.COOMBS		01173 737981
	S	Mrs S FANCOURT		01242 583844
	G	Mrs S.PULLAN		01242 663722
Somerset	S	Mrs A BASHFORD		01823 662243
Wilts	G	Mrs J BAKER		01249 817560
	S	Mrs M.DUNBAR		01249 660456
	G	Mrs C.MURPHY		01249 810532
	Ref G	Mrs L.SQUIRE,		01793 882266

Synchronised Swimming Results 2013

Age Group Winners

Age Group	Name	Club	Routine Score
11/12 years	Kate Shortman	Bristol Central	129.150
13/14 years	Chloe Shortman	Bristol Central	129.666
15/16/17 years	Corrie Leech	Bristol Central	132.076

Age Group Team Winners

Age Group	Club	Points
9/10/11/12 Years	Bristol Central	118.30
13/14 Years		
15/16/17 Years	Bristol Central	127.4

SECTION 14

WATER POLO SECTION

WATER POLO COMMITTEE

The Water Polo Committee is responsible for administration and co-ordination of water polo development across the region.

County representatives: P Randall, B Steer, F Fowler, J Spicer, M Coles

Post	Name	email address	Telephone
Secretary	James Baker	jaggers@devilsadvocate.co.uk	01392 278066
Chief Coach	M Thomas		
Development Co-ordinator	D Litt	doug.polo@hotmail.com	01803 404279
Players' representative	J Sissons		
Officials representative	D Taylor		

Membership, Responsibilities and terms of Reference for the Water Polo Committee

1 Membership

1.1 shall consist of the Chairman, , Standing Committee Secretary, one person from each County a Players representative, a Chief Coach a representative from the Bristol and West Water Polo League (appointed by the League), ASA Development Co-ordinator and a Financial Controller.

1.2 Five are required to form a quorum.

2 The committee shall:

2.1 appoint a chairman;

2.2 appoint a representative to the Development Committee;

2.3 appoint a financial controller;

2.4 appoint a competition secretary/organiser

2.5 advise and make recommendations to the Board on all matters relating to its own discipline;

- 2.6 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline;
- 2.7 ensure the agreed Regional Plan is implemented within agreed budget;
- 2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;
- 2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;
- 2.10 select teams to represent the Region;
- 2.11 recommend officials for the Regional & National List;
- 2.12 appoint officials for Regional events;
- 2.13 conduct and give advice on Regional Championships & Competitions;
- 2.14 submit to the Board nominations for the ASA Technical Committee relating to its own discipline;
- 2.15 assist ASA staff in the arrangements for carrying out ASA Championships and other similar events when allocated to the Region.

3 WATER POLO CHAMPIONSHIPS AND AGE GROUPS

3.1 Championships

The following Championships shall be conducted annually subject to sufficient entries being received:

- (a). CLUB SENIOR - for the James Kine Bristol City Corporation Trophy.
- (b). CLUB INTERMEDIATE - for the Edgar Jordan Rose Bowl.
- (c). CLUB 18&U MALE – for the W. R. V. Webb Shield
- (d). CLUB 16&U FEMALE – for the - for the Stella Margetts Trophy
- (e). CLUB 16&U MALE
- (f). CLUB 14&U MIXED - for the R J MacFarlane Trophy.
- (g). CLUB 12&U MIXED – for the [TO BE NAMED] Trophy.
- (h). INTER-COUNTY SENIOR FEMALE – for the Bob Holman Trophy
- (i). INTER-COUNTY 18&U MALE – for the Philip Jones Trophy
- (j). INTER-COUNTY 16&U FEMALE
- (k). INTER-COUNTY 16&U MALE – for the Dunn & Baker Trophy
- (l). INTER-COUNTY 14&U MIXED
- (m). INTER-COUNTY 12&U MIXED – for the Jagers Trophy

3.2 Age Groups

- .2.1 The CLUB and INTER-COUNTY CHAMPIONSHIPS expressed to be for 'senior' players shall not have any restrictions on the age of players competing.
- .2.2 Where there are age restrictions applied to a Championship then the age stated must be the maximum age attained by any competitor in the year of competition. For the avoidance of doubt (and by way of example only) a player wishing to take part in the CLUB 18&U MALE Championship shall be required to be 18 years of age (or younger) on the 31st December in the year the Championship is to be contested.

Competition General Conditions

- 1 All Championships and Age Group Competitions shall be competed for annually under ASA Laws and ASA Technical Rules at venues and dates approved by the ASA South West Regional Board.
- 2 All competitions shall be open to those:-
 - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
 - .2 or who have a birth qualification;
 - .3 or in the case of members of HM Forces whose unit is affiliated under ASA Laws it is sufficient for the competitor to be on the books;
 - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
 - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.
- 3 Provided the swimmer holds the longest unbroken membership of an ASA South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by ASA Laws.
- 5 Each entry shall be made on the official entry form which together with the entry fee, must reach the appropriate discipline competition secretary 28 days before the date fixed for the event, with the exception of diving which shall be 14 days and Open Water where entry fees must be sent to the Open Water Secretary by the date shown on the entry form.

- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with ASA Laws.
- 7 All protests as to the eligibility of competitors shall be decided by ASA Laws.

8 Trophies:

.1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy Controller that it shall be returned in good condition.

.2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition.

A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.

- 9 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by ASA Judicial Laws.

10 Multi Discipline Entry

- .1 Individuals forming the teams entering the ASA South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering the ASA South West Water Polo Championships must have been members of the club entering them prior to 1st February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for the ASA South West Swimming Championships may be entered by another club for the ASA South West Water Polo Championships of the ASA South West Diving Championships or the ASA South West Synchronised Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.
 - .2 A competitor entering in the name of one club for any ASA South West Region Diving, Synchronised swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.
 - .3 A competitor entering in the name of one club in any ASA South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.
11. Any matter not provided for shall be determined by the Board.

4 General Conditions

4.1 . Management

- .1.1 All Championships and Age Groups shall be conducted under the following General Conditions except where varied by Special Conditions (Part 3) their management shall be vested in the ASA SW Region's Water Polo Committee, hereafter referred to as the Committee. Anything not covered by these conditions shall be decided by the Committee.
- .1.2 The term "Club" in these conditions shall include all entrants and promoting bodies.

5 Rules

- 5.1 RULES OF THE GAME - All games shall be conducted in accordance with F.I.N.A. Rules of Water Polo, except where varied by these conditions.
- 5.2 FIELD OF PLAY - The field of play shall be as near as possible to full size for the specified competition, as defined by the F.I.N.A. Rules of Water Polo
- 5.3 WATER TEMPERATURE - All matches must be played in covered or open air pools in which the water temperature is recommended to be between 23C and 25C (73.4F and 77F) but in no case shall the temperature of the water be less than 18C (64.4F) nor more than 27C (80.6F).

6 Entries

- 6.1 Each player must be registered with the ASA and with the Committee Hon. Secretary (with certified birth date for Championships or Age Groups with an Age limit) to play for the Club he/she represents by 31st January in each year for each competition, except for Inter County Championships. Registration with the Committee Hon. Secretary is defined as supplying the following information in writing for each player: full name, age (where required), address and ASA identification number. The Committee Hon. Secretary, on receipt of an application by post with full details shall have the authority to register a player subsequent to the date on which registration closes. A player so registered shall not be eligible to play until approval in writing has been received by his Club and each player must fulfil the General Conditions for the Region's competitions. For the Inter-County Championships each player representing a County must have been born in that County, or have resided there continually since the 1st January in the year of the competition, or be a member of a Club affiliate to that County. In the latter case, the player shall have not played for any other County in the year preceding and may only play for one County in any one year. In no instance may a player represent more than one Club or County in any one year. Counties must register their players with the Committee Hon. Secretary at least 14 days before their first match, subject to the right to register players subsequently.
- 6.2 Any competitor who is eligible to compete in ASA SW Region events under General Conditions may take part in the Region's competitions

notwithstanding that they have taken part in a Water Polo Championship in another Region in the same calendar year.

- 6.3 Entries shall be made by completing, in duplicate, an Official Entry Form obtainable from the Committee Hon. Secretary.
- 6.4 CLOSING DATE - Entries must reach the Committee Hon. Secretary by the 30th November in the year preceding the year of the Competition.
- 6.5 ACCEPTANCE OF ENTRY - The Committee Hon. Secretary will confirm entries received to Clubs and County Associations by 31st December in the year preceding the year of the competition indicating whether the entry has been accepted or not. The Committee may decline to accept the entry of any Club or County Association, in which case the entry fee will be returned.
- 6.6 If a Club enters more than one team in a competition, players shall not be able to play for more than one of those teams during any competition year.

7. The Championship and Age Group Draw-

Each draw shall be made by ballot, and where applicable the first drawn shall be regarded as the home club. If the Committee deem it necessary, they may take into consideration the facilities for travelling and arrange teams in divisions to avoid long journeys. The home club shall have choice of pools. All byes shall be cleared in the first or preliminary round of the Championship or Age Group. For subsequent rounds of a Championship or Age Group numbers representing the winning pairs shall be drawn by ballot. Clubs shall be advised of the result of the draw for each Championship and Age Group entered.

8. Match Officials

- 8.1 The following officials shall be appointed (where possible) by the Committee for each competition game, other than Final Ties and Tournaments:
 - .1.1 Two Referees - (It is the duty of the home Club to provide two timekeepers, where possible neutral, one Match Secretary and each club, a goal judge. The Timekeepers and Match Secretary shall be on a County, Region or A.S.A. list of Water Polo Officials.)
 - .1.2 In Final Ties and Tournaments the Committee shall appoint the following Officials: Two Referees, two timekeepers, two Match Secretaries and two goal judges. One of the appointed officials shall also be appointed substitute referee.
 - .1.3 The Hon. Committee Secretary, competing clubs and appointed officials shall be given by the home club not less than 14 days notice of the date, time and venue of the match. A home club failing to give such notice in writing shall be liable to a fine not exceeding £5.00. A promoting body failing to do so shall be dealt with by the Committee at its discretion.

- .1.4 Any appointed officials unable to officiate shall forthwith notify the Water Polo Committee Officials representative who shall appoint a substitute.
- .1.5 Should one of the appointed referees fail to appear for a match, the remaining referee and the two captains may, by unanimous agreement, appoint another referee. If this is not possible the appointed referee and the two captains may, by unanimous agreement, appoint any other referee or agree for the original referee to conduct the match alone. If for any reason, a game is started with one referee and a second referee becomes available to officiate in time for the normal commencement of the second period of the game, then the last three periods of the game shall be conducted with two referees.

9. Referee Evaluation

It shall be the duty of each team to complete, in confidence, the official ASA "Referee's Evaluation Report" for each game played. The report shall be sent to the Region's Officials Representative by each Club within 7 days of a match.

10 Scoreboard

10.1 It shall be the duty of the home club to provide and maintain a scoreboard, except for competitions played under tournament conditions, where it shall be the duty of the tournament manager, as appointed under condition 26(g).

11 Match Record Sheets.

- 11.1 Each team Captain, at least 15 minutes before the game is due to start shall give to the Match Secretary a list in writing of his players with cap numbers. When a match programme has been published with cap numbers these must be used for all purposes, subject only to revision by the Referees, whose decision shall be final.
- 11.2 The Match Secretary shall enter the names of all officials, players and other standard details required before the match starts, on the match record sheet. During the match the Match Secretary shall keep it up-dated. At the end of the match the Match Secretary shall complete the sheet by calculating the score and hand the sheet to the Referees, who shall check it, sign it and advise the teams of the result.
- 11.3 Should the game not be played or not brought to a proper conclusion, the details of the circumstances must be recorded by the Referees on the Match Record Sheet and posted to the Hon. Committee Secretary as in 11.4
- 11.4 The completed form shall be posted by the Referees to the Hon. Committee Secretary within three days of the match.

12. Cap Colours

12.1 In all ties the home club shall wear white caps. Players may wear caps in the club's colours with the approval of the referees provided that:

- .1.1 The coloured design of the cap has been approved by and registered with the Committee at the time of entry,
- .1.2 flags in the cap's colours are provided for the table officials,
- .1.3 spare caps of the same colour are available.

13. Awards

13.1 In all final ties the winning team and the runners up shall receive regional awards (to a maximum of thirteen or a maximum of fifteen in the case of tournaments).

13.2 When a player taking part is ordered to leave the water for brutality the award to which he may be entitled shall be withheld.

14. Trophies

14.1 Trophies, where appropriate, shall be presented to the winners on the day of the final, subject to the regulations laid down in ASA SW Region Competition Conditions.

15. Venue of Final Ties and Final Tournaments

15.1 shall be arranged by the Committee.

16. Expenses

16.1 General - The permissible expenses are at the level defined by the ASA SW Region Managing Board

16.2 Appointed Officials

- .2.1 Rounds - In all rounds of a competition excluding final ties or final tournaments, the home club shall pay the expenses of the appointed officials
- .2.2 Final Ties and Tournaments - In Final Ties and Final Tournaments the Region shall pay the expenses of all appointed officials.
- .2.3 Teams - Each club shall be responsible for their own travelling expenses, etc., in all rounds and finals of all competitions.
- .2.4 The promotional expenses of all final ties and tournaments shall be borne by the Region.

17 Dates of Rounds, Final Ties and Final Tournaments

17.1 The playing season for competitions shall be from 1st February to the 31st December. The Committee shall draw up annually a Water Polo calendar of dates by which competition rounds must be completed and final ties and final tournaments played and shall publish this calendar. Teams failing to

agree on a date for their match shall give the Committee Hon. Secretary 14 days notice before the date fixed for the completion of the round and he/she shall be empowered to fix a date and order the match to take place.

17.2 FIXTURE DATES - All clubs shall agree all fixture dates (for competitions which are not run on a tournament basis) and send them to the Committee Hon. Secretary by the 31st January in the year of the competition. Any club failing to do so may be fined up to £50.00 and may be excluded from the competition.

18. Clubs Withdrawing a Team

18.1- A Club may withdraw a team without penalty, provided written notice of withdrawal is received by the Committee Hon. Secretary before the 1st February. The entry fee will be forfeited.

19. Clubs Withdrawing a Team-

19.1 (except as in condition 20). A Club that withdraws a team on or after the 1st February and more than 7 days before their next game shall be liable to a fine not exceeding £100.00 and shall pay such expenses as the Committee may decide. Withdrawing a team with less than 7 days notice shall be classed as a delayed start and dealt with as such. In the case of a team withdrawing from a tournament prior to a final tournament, the tournament shall be played between the remaining teams but the Committee may decide to apply the fine and such expenses as the Committee may decide in accordance with this Condition 17.

20. Clubs Withdrawing a Team From a Competition Final Tie or Final Tournament

20.1 A club having qualified to compete in a competition final tie or final tournament failing to compete therein shall be liable to a fine not exceeding £250.00 and such expenses as the Committee may decide. The team last defeated by the withdrawing team shall qualify to play in the final tie or final tournament provided arrangements can be made. If arrangements cannot be made a new date for a final tie shall be arranged by the Committee. In the case of a final tournament, the final tournament shall be played between the remaining teams but the Committee may decide to apply the fine and such expenses as the Committee may decide in accordance with this Condition 18.

21. Delayed Start

21.1 In the event of a team failing to have seven players available to start the match within 15 minutes of the appointed starting time, the match may be cancelled by the referee. In the event of such a cancellation the Referee and the Secretary of each Club shall, within 3 days, submit a written report to

the Committee Hon. Secretary, who shall have the power to make all or any of the following orders:

- .1.1 Order the award of the match to the non-offending team or, alternatively, order the match to be re-arranged.
- .1.2 Order the payment of a fine not exceeding £150.00 by the offending Club/County.
- .1.3 Order the payment of expenses by the offending Club/County.

22. Ineligible Player

22.1 A Club playing an ineligible player shall have be deemed to have lost the match, forfeit any points gained in the match to their opponents, and shall be liable to a fine not exceeding £20.00 and pay such expenses as are decided by the Committee. In a tournament the offending team shall be disqualified.

23. Unregistered Player

23.1 A Club playing an unregistered player shall be deemed to have lost the match, forfeit any points gained in the match to their opponents, be liable to a fine not exceeding £5.00 and pay such expenses as may be decided by the Committee. In a tournament the offending team shall be disqualified.

24. Fines and Expenses

24.1 All fines and expenses ordered under these conditions shall be paid to the ASA SW Region Finance Officer within 21 days of the date of the decision. Failure to comply with this condition will result in suspension.

25. Protests, Complaints and Appeals

25.1 Shall be dealt with as under ASA Laws.

26. Special Conditions

26.1 CLUB SENIOR - The number of Clubs competing shall be determined by the Committee.

26.2 CLUB INTERMEDIATE - Shall consist of those Clubs not selected for the Club Senior Championship and the second teams of Clubs playing in the Club Senior Championship, any such Club having two teams competing shall nominate to the Committee ten players who normally play in their first team (i.e. a member of their first team squad of 13 players) to be starred by the Committee none of whom shall be eligible to participate in the Club Intermediate Championship with the exception that one of the nominations

may be as a Goalkeeper who, if the Committee agree, will be eligible only to participate as an out-player. The Committee may star any ten of the players registered to play for the Club and may amend the list subsequent to any late registrations.

27. Tournament Conditions

- 27.1 Clubs/Counties shall register their players at least 14 days before the Tournament.
- 27.2 Each Club/County may nominate up to 15 players from their list of registered players from which their team will be selected. Nominations shall be handed to the Tournament Secretary at least 15 minutes before the first game of the tournament by the team Captain.
- 27.3 Details of the team for each game must be handed to the Match Secretary by the Captain 5 minutes before the game is due to start, with players correctly numbered.
- 27.4 Each team must have 7 players in the water to start the game at the appointed time, which is within 2 minutes of the final whistle of the previous game unless varied by the Tournament Manager. On failure to do so points may be awarded to the opposing team and a nil-nil score recorded.
- 27.5 The duration of each game shall be determined by the Tournament Manager.
- 27.6 Order of play - Games shall be played in the following order according to the number of Clubs entered, subject to such amendment that may need to be made by the Hon. General Secretary in order to accommodate any special circumstances. The Committee shall allocate numbers to each entrant.

Number of Entries

3	4	5	6	7
1 v 2	1 v 2	1 v 2	1 v 2	3 v 5
1 v 3	3 v 4	3 v 4	3 v 4	4 v 6
2 v 3	3 v 1	5 v 1	5 v 6	2 v 7
	2 v 4	2 v 3	1 v 3	3 v 6
	4 v 1	4 v 5	2 v 4	1 v 4
	2 v 3	1 v 3	5 v 1	2 v 5
		5 v 2	6 v 2	3 v 7
		2 v 4	3 v 5	2 v 6
			4 v 1	1 v 5
			2 v 3	4 v 7
			6 v 4	1 v 6
			5 v 2	5 v 7
			3 v 6	2 v 4
			4 v 5	1 v 3
			1 v 6	6 v 7
				4 v 5
				2 v 3
				1 v 7
				5 v 6
				3 v 4
				1 v 2

27.7 **Tournament Manager** - The Committee shall appoint a Tournament Manager for each tournament.

27.8 Each team shall play each other once. Two points shall be awarded for a win and one point for a drawn match. In case of equality of points, teams shall be classified as follows:

- .8.1 If two teams have equal points a second classification shall be established on goal difference, i.e. the team with the largest difference between goals scored for and against shall be given precedence.
- .8.2 In the event of the goal difference being equal, then the team having scored the highest number of goals shall be given precedence.
- .8.3 In the event of still further equality, precedence shall be given to the team winning that match in which they have played against each other.
- .8.4 In the event of still further equality precedence shall be given to the team with the highest score in a series of seven penalty throws until a decision is reached. In each series of seven penalty throws each shot must be taken by a different player one of whom must be a goalkeeper who has actually played in goal during the tournament.

28 WATER POLO SECRETARIES (H - Home no. - P - Pool no.)

County	Name	Email	Telephone
CORNWALL	Leanne Randall	lelo1980@hotmail.co.uk	
DEVON	P. Whiting	phil.whiting@tiscali.co.uk	07769 142586
DORSET	Fred Fowler	fred@fowler.gb.com	07917 105919
GLOUCESTER	J. Spicer	john.spicer02@virgin.net	07779 892264
SOMERSET	Mike Coles	mgcoles@btinternet.com	07789 767269

Club	Name	Email	Telephone
BARNSTAPLE	Mrs J. Squire		01271 343861
BLANDFORD	Mrs M Charleston	mccharlston@yahoo.co.uk	
BOURNEMOUTH	Mr Dave Bradley	david51bradley@btinternet.com	
BRIDPORT	Mr Fred Fowler	fred@fowler.gb.com	07917 105919
BRISTOL CENTRAL	Mr R Tamlyn	rhys.tamlyn@btinternet.com	07831 485666
CHELTENHAM	T. Middleton	teresamiddleton@btinternet.com	01242 250738
CHRISTCHURCH & NEW MILTON	B. Aldrick	barryalldrick@internet.com	0772 5910077
DEVONPORT ROYAL		t.bossom@whsmith.net	07587 692071
EXETER WP&SC	B Steer	bsteer@hotmail.co.uk	01392 215943
HARLEQUINS (BRISTOL)	D. Nash	nash17@virginmedia.com	07782 251015
NEWTON ABBOTT	Andy Boulton	andy.boulton@blueyonder.co.uk	
NEWQUAY	Dave Pleasants	dpleasants@fire.cornwall.gov.uk	
PAIGNTON	D. Litt	doug.polo@hotmail.co.uk	01803 404279
PENZANCE	S. Hickman	sean67@fsmail.net	07940 148519
ST AUSTELL	Leanne Randall	lelo1980@hotmail.co.uk	
TRURO	Paul Hogg		07799 536503
WEST DORSET	Mr Fred Fowler	fred@fowler.gb.com	07917 105919
WESTON-SUPER-MARE	M. Coles	mgcoles@btinternet.com	01934 511456
WEYMOUTH & PORTLAND	Mr D Kinsey	dkinsey@royalmanor.dorset.sch.uk	

Note: - It is the duty of the Home Club to provide TWO TIMEKEEPERS, where possible neutral, a

Secretary and TWO GOAL JUDGES.

The Timekeeper and Secretary shall be on a County, Regional or A.S.A. list of Water Polo Officials.

The Home Club shall advise the Regional Water Polo Secretary and ALL Officials of the DATE, TIME and VENUE immediately matches are fixed.

WATER POLO REFEREES

(All of whom must be members of Affiliated Clubs and Registered by the ASA)

Grade A

Club	Name	Email	Telephone
MAR	ALLEN A M		01242 699809
CHE	TAYLOR D S		

Grade B

WSM	COLES M	mgcoles@btinternet.com	01934 511456
BOA	DUCKER C		01225 446732
CHE	FRANKLIN R		01242 527003
c/o M Coles	HARPER G		
	HARRIS R		01633 250136
FRO	SPICER G		07786 070477
	TAMLYN R		01179 573900

Grade D

MAR	ALLEN S		01672 513216
EXE	BAKER J	jaggers@devilsadvocate.co.uk	01392 278066
	BAKER W		01752 362182
DEV	BOSSOM R		01752 705217
CAR	BOYD S		07813 611121
PAI	DANIELS A		01803 842166
CAR	EVANS J		01267 237877
CAR	EVELEIGH G		01443 690401
BRI	FIGES D		01454 315732
PLY	GRIFFITHS S		07980 655263
	HARRIS E		01633 250136
TOR	HARRIS P.		01642 319085
PLY	HEMBURY L		01752 782005
SWD	HICKS A.D		01793 813406
GLA	JAMES Ms E		02920 513800
SWD	JAMES M		01793 693344
CAR	KEEN C		01267 238445
CAR	KNEBEL Ms K		01443 233287
BOA	LA TOUCHE T		01225 337658
CHE	LEGGE T		01242 574415
PAI	LANGSTON Ms S		01803 559658
PLY	MAIR I P		01752 368037

SWA	MALONEY M		01792 203785
TOR	MARGETTS R G		01803 605932
SWD	MARTIN-HICKS		01793 813406
TOR	McKAY C		01803 866454
HAR	NASH D P		01179525280
NEW	NOYCE S A		01626 360248
PAI	PLUMRIDGE I		01803 524648
PLY	POTTS M		01752 846596
BRI	POWER Ms M		01173 309208
BAR	PURCHASE M		01271 890933
PAI	ROGERS M		01803 666294
CAR	RUTTER A		
BOA	SHEPPARD A		
EXE	STEER M		01392 215943
PLY	TAYLOR D		01752 518988
EXE	THOMPSON S		01392 278020
TAU	TOMLINSON S		01823 353824
EXE	WALLER C.J		01392 216350
NEW	WHITING P		01626 65013

TABLE OFFICIALS

Club	Name	Email	Telephone
WSM	COLES M	mgcoles@btinternet.com	01934 511456
BOA	DUCKER C.		01225 446732
CHE	FRANKLIN R.		01242 527003
PAI	LANGSTON Ms S		01803 559658
BRC	ROGERS Mrs S.		01275 843301
TOR	SEABROOK T.		
TOR	SHEARS Ms L.		01626 334773
TOR	SHEARS P.M		01626 334773
PAI	WEBB Ms S.		01803 529599